OFFICE EQUIPMENT *Digest*

GEYER PUBLICATION

Edited for
PURCHASING AGENTS CONTROLLERS AND OFFICE MANAGERS

MAY
1943

Protect Your Most Valuable Asset

The success of any business, in the post-war period, will depend, to a large extent, on the good will of old customers. It is, therefore, vitally important that this most valuable asset be protected.

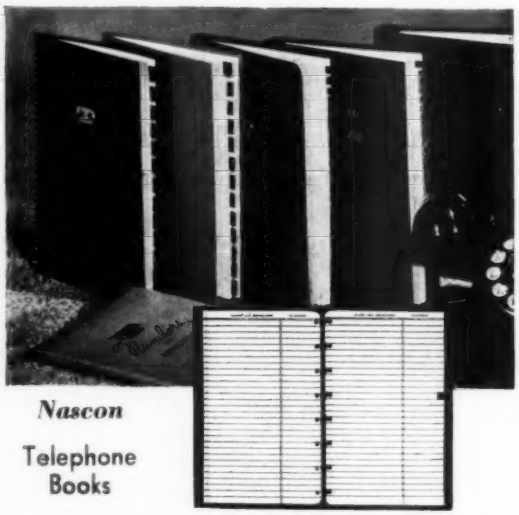
Customers are, after all, only human beings, who forget very quickly, and unless you keep them reminded of your continued interest in their welfare, it will be a simple matter for aggressive competitors to step in. The Nascon Products offer you a most effective and economical media for expressing interest in terms other than dollars and cents. Their distinctive beauty and high utility value assures them of lasting appreciation and when imprinted with a company's name or trade mark they serve as constant reminders.

For quantity prices and complete information, consult your local dealer or write Nascon At-A-Glance Products today.

Nascon

"Week At-A-Glance"

Nascon offers the ever popular "Week At-A-Glance" appointment, calendar and address books in a variety of beautiful simulated leather and gold tooled genuine leather bindings. Offering a complete week of appointments and memoranda at a glance, plus an alphabetical telephone and address section, these books, which are also available in a pocket size, fulfill the present day need for efficient time planning.



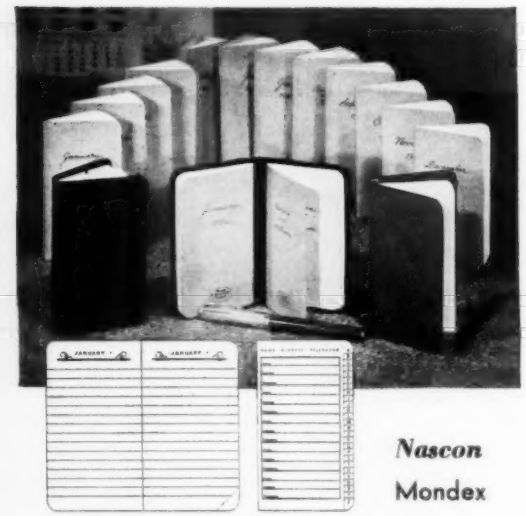
Nascon

Telephone Books

The Nascon Line includes these attractive wire-o bound and loose leaf telephone and address books, in a wide range of prices.

Send for Nascon Full-Color Gift Booklet!

Send today for free copy of the new Nascon Gift Booklet, which illustrates, in full color, a unique selection of Nascon Good Will and Advertising Gifts.



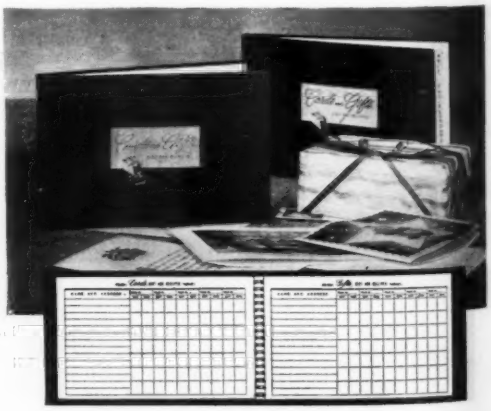
Nascon

Mondex

A new vest pocket or purse size, wafer-thin, memo, appointment and address book, which includes a saddle leather case, twelve separately bound, perpetual monthly calendar fillers and a separately bound telephone and address filler, alphabetically indexed.

Nascon "AT-A-GLANCE" Products

REG. U.S. PAT. OFF.



Nascon

Cards and Gifts

A five year alphabetical indexed record of cards and gifts sent and received. Entirely new and exceptionally useful.

NASCON AT-A-GLANCE PRODUCTS

60 EAST 42ND ST. NEW YORK

an all time high

Photo courtesy Swiss Federal Railroads

Proved over and over in peacetime, PINNACLE Carbon Paper is hitting an ALL TIME HIGH for performance and sales by filling the multiplied correspondence and recording requirements of a nation at war. Specifically, Pinnacle Carbon Paper gives you:

1. *Sharp, clear and clean carbon copies—and no smudges.*

2. *Long life and uniform wear down—70 to 80 writings from every sheet.*

3. Extra long life *because each sheet is cut an extra half inch in length. After the sheet has begun to wear, the typist just reverses the sheet —turns it bottom up. Thus the top becomes the bottom and the extra half inch causes the new typing to strike on a fresh carbon paper surface,* between *the lines of previous impressions.*

4. *Soil proof QUICK EXTRACTION of carbon copies. Two diagonally opposite corners of the carbon sheet are clipped off. This enables the operator to grasp the upper left hand corner of the carbon copies and separate them from the carbons in a single, quick operation.*

Pinnacle carbon paper is priced to give you a real money's worth. Ask your dealer for samples or contact the Columbia office nearest you.

COLUMBIA RIBBON & CARBON MANUFACTURING COMPANY, INC.
Main Office and Factory — Glen Cove, L. I., N. Y.

Branches

58-64 West 40th Street
New York City

327 South La Salle Street
Chicago, Ill.

227 East Michigan Street
Milwaukee, Wis.

107 Union Street
Nashville, Tenn.

204 Dwight Building
Kansas City, Mo.

155 West Congress Street
Detroit, Mich.

200 Plymouth Building
Minneapolis, Minn.

1508 Fox Building
Philadelphia, Penna.

208 Standard Life Building
Pittsburgh, Penna.

Also—London, England; Sydney, Australia

205 East 6th St., Cincinnati, Ohio
(Harris-Moers Company)

PINNACLE CARBON PAPER

OUR FOURTH . . .
Non-Metallic FASTENER
Since Pearl Harbor

Now we have stopped devising new FASTENERS **BECAUSE:**

It can't be Better
It can't be Simpler
It can't be Cheaper

★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★

When our war efforts demanded the conservation of metals, we created:

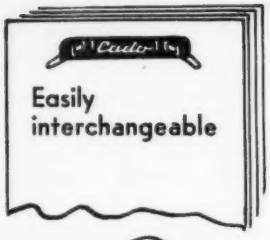
FIRST – Fastener No. 33 requiring 70% less metal.

SECOND – Fastener No. 10 made from Acetate.

THIRD – Fastener No. 100 pioneering fibre fasteners and consisting of 3 parts.

Prongs firmly locked

a *Cudo* product



Easily interchangeable

The Government is now requesting utmost economy in the use of fibre. Again we have answered the call.

Our willing hands and minds succeeded in creating a new 2 part fibre fastener, uniquely constructed from a minimum of material for maximum wear. It has all the desirable qualities of a perfect paper fastener and even more: Papers can be turned around and flatly opened as in a ring-binder.

The savings in material and labor play their part in the furtherance of our National war-time economy. Besides, they enable us to reduce the costs to the very lowest price.

Why pay more?

BUY THE FASTENER THAT CAN'T BE BETTER — NOR SIMPLER — NOR CHEAPER

Nothing equals it!

CUSHMAN & DENISON MFG. CO.

220 FIFTH AVENUE — ESTABLISHED 1883 FASTENER DEPARTMENT — NEW YORK, N. Y.

The Justrite Executive is deluxe throughout. Encased in wood grain metal box. Gold stamped with logotype and color of ink. Wrapper identifies each color. Pad is impregnated with a new long-lived ink. Actually holds more ink than similarly-sized pads.

A Distinctive Innovation

The Executive Pad is designed for people who enjoy richly handsome articles. You will be proud to place it on top of your desk, not hide it away in a drawer. It's the only stamp pad in America designed to add to the beauty of the office desk.

It's not a manufacturer's billboard—it's your pad—Ask for the Justrite Executive—America's most beautiful stamp pad.

LOUIS MELIND COMPANY

NEW YORK • CHICAGO • SAN FRANCISCO

TOMORROW BEGAN YESTERDAY!

PAST PERFORMANCE IS OUR PLEDGE FOR THE FUTURE

You don't need a crystal ball for postwar planning. The future and the past are very closely linked. For example: Resources possessing greatest promise of being able to serve you well in coming years are those of excellent "past performance"!

Improvements in filing supplies after the war are inevitable. But what better place to look for tomorrow's advances in design, material and manufacture than to Oxford? The history of the filing supply industry includes a record of notable Oxford pioneering.

A case in point is the fiberboard storage file. In 1930, it didn't exist. In 1931, Oxford designed and manufactured the original "Standard Sliding Drawer Storage File". Today, Oxford and other fiberboard storage files are in use by the millions.

Tomorrow—business can expect significant postwar advances in the filing supply industry to stem from sources that have proved by past performances that their future is pledged to similar progress. Once again, Oxford will pioneer in the many new filing developments which you are now looking forward to.

your filing supply specialists

OXFORD FILING SUPPLY COMPANY

340 MORGAN AVE., BROOKLYN, N.Y. • 125 SO. 8th ST., ST. LOUIS, MO.

We regret delays and our inability to undertake additional distribution at this time. A large percentage of our production is restricted to war supplies.

SOLV-X

WHAT IT IS...WHAT IT DOES...WHAT IT MEANS TO YOU!

Copr. 1943, The Parker Pen Company

Parker Quink with Solv-x gives pens wartime Protection no other ink can offer!

● Pen production has been cut by government order 64%. Repair parts, too, are getting scarce. To protect your pens against wartime failure—that is the vital function of Parker Quink with *solv-x*.

Magic *solv-x* is a secret ingredient perfected by Parker. Only Quink has it. *Solv-x* cleans pens as it writes . . . flushes away gum and sediment left by inferior inks . . . prevents corrosion of metal parts and deterioration of rubber caused by highly acid inks.

Sensational Parker Quink with *solv-x* is essential in safe-guarding fountain pens. It also prolongs the life of steel pens . . . cuts cost of replacements. Insist on Parker Quink in your office or business. On sale at all stores which sell writing fluids. The Parker Pen Company, Janesville, Wisconsin, and Toronto, Canada.

FOR V • • • — MAIL *"MICRO-FILM BLACK"*

New Parker Quink in "Micro-film Black" photographs perfectly. Quink comes in 7 permanent colors: Micro-film Black, Blue-Black, Royal Blue, Green, Violet, Brown, Red. 2 washable colors: Black, Blue. 15c, 25c and up. Also quarts, pints.

PARKER Quink

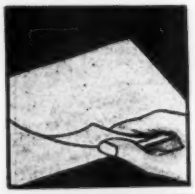
THE ONLY INK CONTAINING PEN-PROTECTING SOLV-X

DURATEX FOLDERS

Check These Superior Qualities

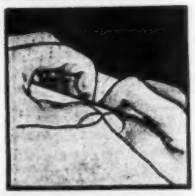
EXCELLENT SNAP

Notice the extreme toughness and steel spring snap which insures long life and real filing satisfaction. There is substantial body and rigidity to protect records for years to come.



EXCELLENT FEEL

Smooth, hard, soilproof surfaces, even texture. A quality crispness found only in DURATEX. Will slide in and out of a file with a minimum of wear or effort.



EXCELLENT TEAR

Compare this with other folders. You will notice a vast difference. No cracking or dog earing with DURATEX. Both horizontal and vertical strength and rigidity.

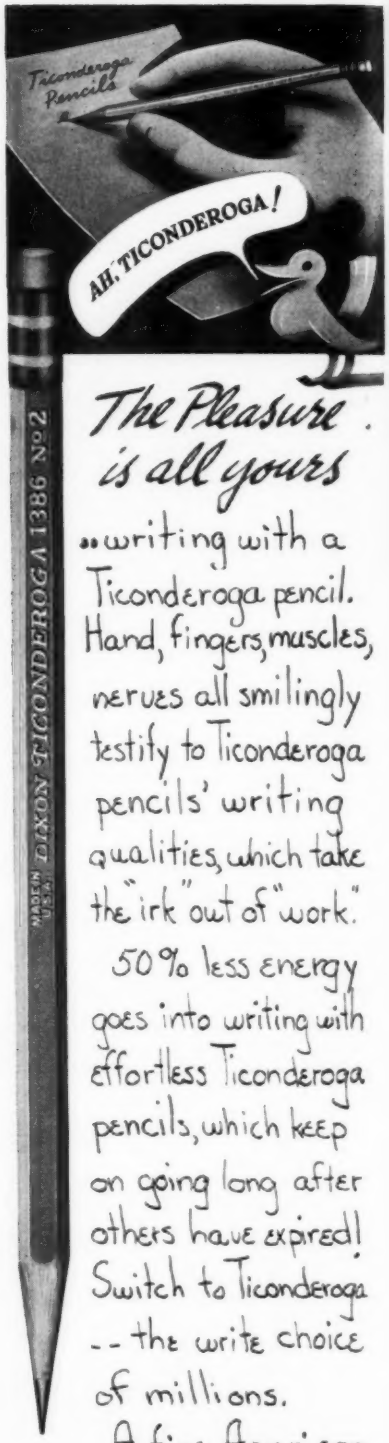
EXCELLENT WRITING

Hard surfaces permits use of pen, pencil, or typewritten recordings without a blur. Light Manila color permits far greater legibility.

Send for samples and additional information on this real value in folders.

FILING DURABILITY SUPPLIES

C. L. BARKLEY & CO.
ESTABLISHED 1921
Manufacturers of Filing Supplies
517 S. JEFFERSON STREET CHICAGO, ILL.



The Pleasure is all yours

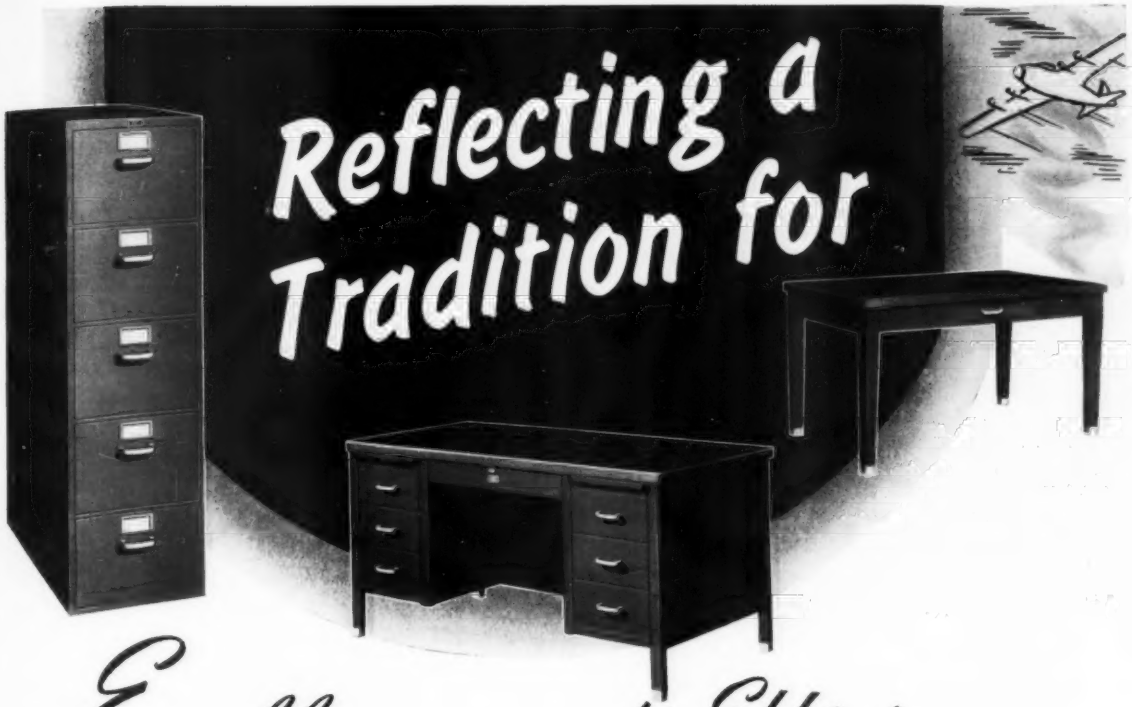
...writing with a Ticonderoga pencil. Hand, fingers, muscles, nerves all smilingly testify to Ticonderoga pencils' writing qualities, which take the "irk" out of "work."

50% less energy goes into writing with effortless Ticonderoga pencils, which keep on going long after others have expired! Switch to Ticonderoga -- the write choice of millions.

A fine American Pencil with a fine American name..

TICONDEROGA

Joseph Dixon Crucible Co., Dept. 53-15, Jersey City, N. J.
Canadian Plant: Dixon Pencil Co., Ltd., Newmarket, Ont.



Excellency and Efficiency

Files that are performing the same dependable service business leaders associate with the high standards set by GF . . . and maintain the GF tradition for excellency and efficiency. In appearance these wood files preserve unbroken character of GF design . . . so that today's increased needs are adequately and efficiently met.

Desks made of wood to release vital metal for war, express the full measure of GF skill. Matched in appearance with GF equipment now in use, these wood desks have won a deserved preference in the business home.

Tables of wood . . . designed to aid business in its necessary expansion without sacrificing dignity.

GF

GF WOOD FILES · DESKS · TABLES

THE GENERAL FIREPROOFING COMPANY

Youngstown, Ohio

ECHO *Ribbons*

FILL ALL THEIR REQUIREMENTS

An exceptional quality of fabric for the satisfactory replacement of silk. 18 yards long. Newly styled with welded edges. Available in three inkings.

WRITE FOR INFORMATION AND PRICES

ALLIED
CARBON & RIBBON MFG. CORP.
165 DUANE STREET
NEW YORK, N. Y.

Reyburn's

★ UTILITIES

FINEST QUALITY SINCE 1895

SHIPPING TAGS
PIN TICKETS
ADDRESS LABELS
REINFORCEMENTS
MENDING TAPES
PAPER NAPKINS
MERCHANDISE TAGS
GUMMED LABELS
NOTARIAL SEALS
INDEX TABS
CREPE PAPERS
DISPLAY MATERIALS

•

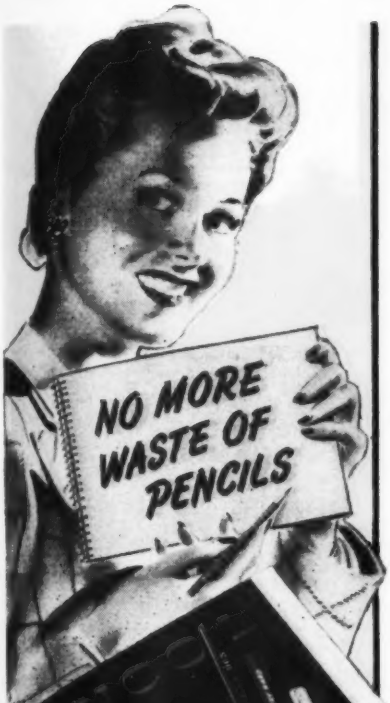
★ Take advantage of our long manufacturing and designing experience to create for you a tag, ticket, label seal, advertising napkins or display; distinctive in design, styled to your particular needs and within your price range.

•

Address Dept. G. R.
for
Catalogs and Prices

•

THE REYBURN MFG. CO., INC.
PHILADELPHIA, PA.
Chicago Whse.: 1100 So. Wabash Ave.



AND WE REPEAT...
CONSERVE!

Business is beset at every turn with the necessity to make things do... or do without. That is why, with pencil production limited, we repeat, "No More Waste of Pencils!"

Repeatedly in national magazines read by your employees, Eberhard Faber is stressing the importance of *conservation.* Stationers are helping to hammer it home.

MONGOL 482 is right in step with conservation. A pencil that wears longer and writes farther . . . strong, sturdy points that stand up under pressure and speed . . . fewer breaks and less frequent sharpening are the extra values not found in inferior, nondescript brands.

"Say MONGOL to your Stationer"

To help you PLEDGE your employers to Pencil Conservation, Eberhard Faber supplies a colorful reminder Card to hang alongside your office pencil sharpener. Ask us to mail you a "Conservation Pledge". Address . . . . 37 Greenpoint Ave., Brooklyn, N.Y.

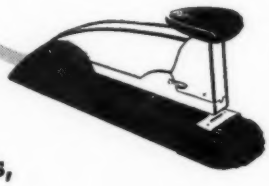
MONGOL
Right
IN STEP WITH
Conservation

As appearing in Colliers

EBERHARD FABER

Leadership IN FINE WRITING MATERIALS SINCE 1849

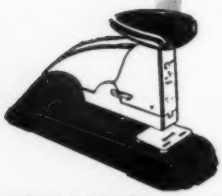
SPEED IS THE ORDER OF THE DAY



You can take orders for TOT Staplers, SPEEDMATIC Tackers, Staples, SPEEDO Index Tabs and Sheets, also round and flat head (Steel) Fasteners.

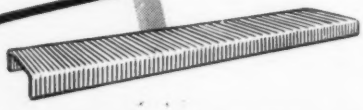
You will also be able to sell the new "War Model" Swingline SPEED FASTENER (No. 3C) and SPEEDWAY PUNCH (No. 72) — made in accordance with WPB specifications.

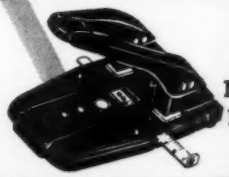
HOWEVER, where customers do not have the required Priority Rating, you'll have to continue to *TELL THEM TO* —



WAR MODEL No. 3C

BUY MORE U. S. WAR BONDS



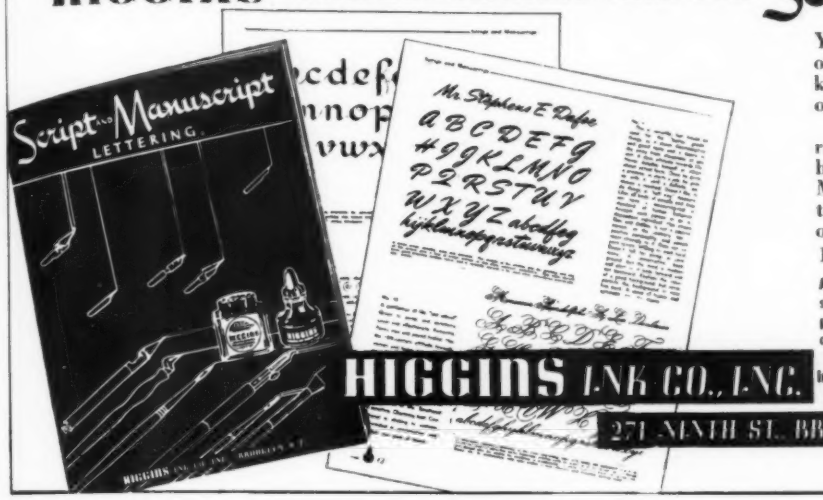


WAR MODEL No. 72

SPEED PRODUCTS COMPANY

37-18 NORTHERN BOULEVARD, LONG ISLAND CITY, NEW YORK

HIGGINS AMERICAN DRAWING INKS FOR Script Lettering



You may have one or many bottles of Higgins Inks on hand, but we know you haven't this new Book on Lettering with Higgins Inks.

32 Script Alphabets chosen for range and character are part of this book that you will truly welcome. Many passages on manuscript lettering and engrossing. Illustrations on every page.

PRICE .... 50c PER COPY

Art Teachers writing on School stationery and mentioning this publication are entitled to one copy Free of Charge.

This offer good only for month in which this ad is published.

A Wartime Duty...

To your Country and to yourself is to use the BEST:

"M. & V." Typewriter Ribbons and Carbon Papers
"THAT STUBBORNLY REFUSE TO WEAR OUT"

Utilizing both tracks of a single-color Ribbon, reversing Carbon Paper topside down when worn, "conserve without curtailing business procedure,"

Ask M. & V. about other "conserve without curtailment" methods.

OUR PLEDGE: *Loyal and patriotic co-operation in our Country's all out war effort... full protection for M. & V. customers and friends... Quality first, without deviation in perfection of materials and workmanship... liberal and wholehearted service and assistance!*

MITTAG & VOLGER Inc.
PARK RIDGE NEW JERSEY
Manufacturers of INKED RIBBONS and CARBON PAPERS

These convenient branches to serve you faster and better
CHICAGO BOSTON ST. LOUIS KANSAS CITY SAN FRANCISCO LOS ANGELES

"I FOLLOW THE LEADERS STRAIGHT TO THE FIFTH AVENUE BUILDING"

Leading buyers head for The Fifth Avenue Building because it is the headquarters of leading merchants in the greeting card, playing card and fine stationery field. It is easy to check values and select the best when a wide variety of lines is displayed under one roof. And it saves time . . . time that is extra precious today.

The Fifth Avenue Building is so easy to reach. A subway entrance in the building provides a direct link with railroad terminals and hotels. Several bus lines stop at the corner. It is a quick walk and an even quicker taxi-ride to mid-town.

Buyers are *welcome guests.* A completely-equipped set of offices, known as the Visitors' Bureau, is available for their use. A 40-place Conference Room is available for use by tenants. Other conveniences include two fine restaurants, and a gymnasium with solarium.

No buying trip to New York is complete without a visit to The Fifth Avenue Building. In fact, a visit here may be your *complete visit* to New York!

THE FIFTH AVENUE BUILDING

"More than an office building"

Broadway and Fifth Avenue at Madison Square, New York

Artists, Students, Instructors, Draftsmen,

Declare this Ink to be Just Right!

Everywhere it's the same story—Justrite, the amazing new non-caking drawing ink is winning friends by the thousands. It's the overwhelming choice in classrooms from coast to coast.

A Baltimore artist writes: "I want to tell you that I've never used a black that could begin to compare with Justrite. I'm telling my fellow artists of it, too." A Burlington, Iowa, student says: "It's really a pleasure to use Justrite, it flows freely and doesn't clog pens as do other inks I have used." A South Dakota Jr. College instructor writes: "I have tried Justrite and find it entirely satisfactory. We usually buy our supply of ink in August. Who distributes it in this territory?" A California draftsman says: "Justrite has really solved all my ink problems."

Once you try Justrite—you'll specify Justrite

OFFERED IN THE FOLLOWING
23 VIBRANT COLORS

YELLOW	BLUE
ORANGE	TURQUOISE
RED ORANGE	GREEN
VERMILION	LEAF GREEN
FLESH	BRICK RED
SCARLET	BROWN
RED	RUSSET
CARMINE RED	INDIA BLACK
ROSE	WHITE
RED VIOLET	INDIGO
VIOLET	NEUTRAL TINT
BLUE VIOLET	

WRITE FOR A SAMPLE, TODAY

3/4 OZ. BOTTLE WITH QUILL STOPPER 25¢

Justrite STATIONERY PRODUCTS
THE LOUIS MELIND CO.
CHICAGO
NEW YORK SAN FRANCISCO

THE BAINBRIDGE NEW ERA FILE

IS MORE THAN AN ANSWER TO A WAR TIME NEED

Long Ago—came the wood file—serving a vital business purpose.
Later — came the steel file — a long step forward in equipment.

Equipped with easy-to-see and easy-to-use full view handles.

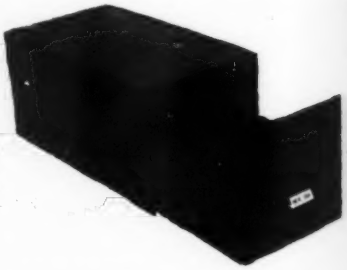
AND NOW COMES
AN EPOCH-MARKING INNOVATION

In Office Service

THE BAINBRIDGE NEW ERA FILE

Original—Different—A Permanent Contribution—Made of "ASBESTO-PLASTIC" with Steel Trim—Fire-Proof—Weather-Resistant — Vermin-Proof — Sturdy—Good Looking—Economical—Durable—Its Stream-Lined Design Saves Every Inch for Filing.

SAVES CRITICAL MATERIALS
IMMEDIATE DELIVERY



STRONGLY BUILT FOUR-DRAWER AND SINGLE DRAWER FILES AVAILABLE IN STANDARD LETTER AND LEGAL SIZES. MADE IN GREEN.

* * *

Single Drawer Files Can Be Built Up Into Sturdy Two-Three-Four-Five-Drawer—or higher Files.

BAINBRIDGE, KIMPTON & HAUPT, INC.
218 Greenwich Street **New York, N. Y.**

glass HANDI-PEN set

by Sengbusch

Wood-fibre base — brown grained finish.

Prices $3.00 to $12.30. Glass indestructible by ink acids. Set holds two ounces of ink — fills from any bottle.

. . . obtainable NOW, to keep up office efficiency

Both base and desk set are made of non-critical materials—yet you can depend on giving your desk workers all the well-known Handi-pen satisfaction. Choice of ivory, black or crystal glass. Set alone, with base, or double set with base (illustrated) . . . Here is the appearance, quality, and price range you need to beat war shortages . . . Order from your stationer; also ask about the Steeless Kleradesk.

Sengbusch Self-Closing Inkstand Co.
205 Sengbusch Bldg. **Milwaukee, Wis.**

HERE'S HOW TO KEEP 'EM *adding!*

ARRANGE FOR REGULAR INSPECTION

Little troubles never become big ones when you have your adding machines inspected regularly by a trained service man. They can then be detected and corrected *before* they become serious.

HAVE THEM CLEANED AT REGULAR INTERVALS

Neglecting to have adding machines cleaned regularly is the most common cause of failures. But *don't* try to clean them yourself! Only a trained, experienced service man can do it *right.*

BE SURE THEY'RE PROPERLY LUBRICATED

Hundreds of precision parts in adding machines require specially developed lubricants. Victor-trained service men are equipped and are competent to perform this and other service *correctly.*

BEWARE OF CHEAP "FIX-UP" JOBS

You get only what you pay for in adding machine service work. *Expert* work, done by Victor-trained service men, is the most economical in the long run. Now's the time to get a *complete* job!

DON'T TRY TO MAKE ADJUSTMENTS YOURSELF

Could you fix a fine watch? Adding machines are *much more complicated,* and must be just as carefully adjusted with special tools. Play safe! Call your Victor-trained service man for all adjustments.

TIPS TO OPERATORS

Keep machines covered.

•

Clean rollers regularly with good cleaning solution.

•

Use good grade of paper to reduce lint and dust.

•

Keep type clean by using a good type-cleaning solution.

Consult your classified 'phone book for the nearest Victor Dealer or Factory Branch, or write us.

VICTOR ADDING MACHINE CO.

3900 N. ROCKWELL ST., CHICAGO

"Lassie—ye should be wear-r-rin' kilts!"

ANGUS: *I've been watchin' ye, gur-rl, and I'm impressed by yer frugal ways. 'Tis the thur-rty-sivinth time today ye've used the same piece of car-rbon paper.*

TYPIST: That's nothing at all. I generally use the same carbon as many as *sixty* times!

ANGUS: *A lassie after me own hear-rt. No matter if the copies look fuzzy and hard to read, as long as yer economical!*

TYPIST: Nonsense! My copies are *never* hard to read! I use Roytype's Park Avenue Carbon Paper. It's made by the Royal Typewriter Company and one sheet of it can be used up to sixty times cleanly and clearly. Here, look at this test copy . . .

This is the 60th copy made with the same sheet of Roytype Park Avenue Carbon Paper, a product of the Royal Typewriter Company. This same sheet of carbon paper has been used 59 times before! The test was made by the United States Testing Company, Inc., one of America's largest independent testing laboratories. See what a clear, legible copy this 60th one is!

Laboratory test No. 36351-NY, issued March 19, 1943

ANGUS: *Can these auld eyes be deceivin' me? It must be a trick I dinna ken!*

TYPIST: No trick at all! You see, Park Avenue is *deep-inked* by a special process that soaks the ink right down into the paper. And notice Park Avenue's extension edge . . . it lets you reverse the sheet, top to bottom, so that all the areas of the paper can be used.

ANGUS: *Ah! Yer a tr-rue Macleod! Tomor-r-row, I expect ye'll be wear-r-r-in' kilts to the office!*

Complete line of carbon papers

THERE ARE MANY different carbon papers in the Roytype* line, made by the Royal Typewriter Company. One of these . . . it may be Park Avenue, or it may be another . . . will exactly fit your needs, depending on the particular type of work done in your office. Your local Royal Typewriter Representative will gladly show you the whole price range of Roytype carbon papers, and help you choose the weight, finish, and quality best suited to your requirements.

ROYTYPE
Carbon Papers and Ribbons made by the
ROYAL
TYPEWRITER COMPANY

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OFFICE EQUIPMENT *Digest*

Edited for PURCHASING AGENTS, CONTROLLERS & OFFICE MANAGERS

MAY, 1943

Volume 4 No. 5

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So Many Changes

are being brought about in various organizations because of the war that OFFICE EQUIPMENT DIGEST requests the co-operation of its readers in keeping its mailing list completely accurate at all times.

PLEASE check your address on the envelope in which this issue of the magazine has reached you. If there is any error therein, notify us, so that your copy of the magazine may get to you as promptly as possible each month.

THE OFFICE EQUIPMENT DIGEST
260 Fifth Avenue, New York

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Powerful Influence

★ For years a powerful influence in raising the standards of office management, the meetings of the National Office Management Association and its chapters are more important than ever now when the smooth functioning of the office underlies the essential activity of a nation at war. The annual conference of NOMA in Detroit June 7th-9th is certain to be of the utmost value in spreading practical information on the handling of office work in a period of unprecedented difficulty.

Office management long ago ceased to be just another job. Its advance to the dignity of a profession has been steady and sure; its responsibilities have been constantly increasing, deepening, and broadening. Best summary so far of what is involved is this tentative definition of office management worked out by the Committee on Professionalization of Office Management of NOMA's super-alert New York Chapter:

"Office Management is that executive function of business concerned with the organization, supervision and control of office personnel, materials, and services required for the administration of an enterprise. It is the intent of the foregoing definition to include functions and activities such as:

a. Recruiting, selection, training, compensation, promotion, welfare, and motivation of personnel.
b. Provision of necessary supplies, materials, equipment, and facilities for the operation and maintenance of the office, together with efficient physical working conditions.
c. Development of records, systems, procedure, and routines.
d. Establishment and enforcement of reasonable standards of performance, facilities, and costs."

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THIS PAGE WILL BRING YOU ANY INFORMATION YOU NEED

To get without obligation from manufacturers and other suppliers further particulars regarding any merchandise or service mentioned in this issue, whether in advertisements or news items—

1. Check the advertisements or news items in which you are interested on the list below.
2. Write your name, firm name, and address in the space provided.
3. Tear out page, put it in envelope, paste on this convenient no-postage-required address label, and mail. WE WILL DO THE REST.

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YOUR NAME ..... TITLE .....

FIRM NAME .....

ADDRESS .....

In busy offices everywhere, the necessity of squeezing more production from a limited supply of typewriters and typists is turning executive attention sharply to what the carbon paper and typewriter ribbon industry offers for the speed-up of office work.

New Opportunities In Carbons and Ribbons

By Andrew Duane

RIGHT now, in the stress and strain of the nation's adjustment to the un-natural conditions of war there are being evolved in those primary essentials of office work—carbon papers and typewriter ribbons—many significant developments which are not only of great value at the present time but offer even greater potentialities of value in the days to come, when the limitations of the war period have ended.

The stationer and office outfitter must be well-informed on these developments, if he is to be ready to satisfy the eager curiosity of his customers regarding them and to make intelligent suggestions for utilization of these newer products of the carbon paper and typewriter ribbon industry. Even where tremendous demand for these new products is curtailing the ability of some of the manufacturers to supply all currently desiring to use the products, the dealer should still be provided with knowledge of what these products are and what they can do.

From our point of vantage today, the range of carbons and ribbons of a few years back looks surprisingly simple. The dealer's salesman, the office manager, the office purchasing agent, could quickly learn all there was to be known about their application to different purposes. It is not nearly so easy today to do this, with such newer developments as spirit carbons, master forms, carbons and ribbons for multilith process reproduction, spot and one-time carbons, blueprint ribbons, and other developments which hold the spotlight now, supplementing in wonderful fashion the usual lines of carbon papers and ribbons.

In querying manufacturers for up-to-the-minute information on these newer items in their lines, much information has been gathered on special applications of ribbons and carbons other than the carbons used in hectograph duplication—the most spectacular development of recent times in this field—to be treated later in this article.

For instance the Underwood Elliott Fisher Co., New York, reports among its newer items in the carbon and ribbon field blueprint ribbons, ribbons for typing checks, carbon paper for War Bonds, and a press-edge carbon paper.

The widespread use of blueprints required in the production of implements of war has created a great demand for an inked ribbon suitable for typing on tracing cloth and tracing paper. The UEF Blue Box Blueprint Ribbon was first introduced in 1938. Experience gained since then has resulted in many refinements in the ink formula. Its use for typing "material lists" as well as instructions and specifications effects a great saving in time and expense over hand lettering

methods. These ribbons are available for typewriters and other descriptions of writing machines.

Checks typed with the UEF Check-Writer Ribbon cannot be erased, this manufacturer points out and the typing is not affected by ink eradicators. This ribbon is available for typewriters as well as accounting machines. There is much demand today for it because of the increased size of nearly all payrolls..

The issuing of Series E bonds requires typing the purchaser's name, address, name of beneficiary, and date of issue. Usually, a carbon copy of this information is made on a small cardboard stub and a second carbon copy, the actual size of the bond, is also required. To reduce the time and expense of this operation UEF offers its new Transverse Carbon Paper. This provides two carbon-coated surfaces on one folded sheet of carbon paper which can be quickly and conveniently inserted. The fold is hung over the cardboard stub. An exclusive feature of this carbon paper is that one surface, that used under the cardboard stub, has a softer or more sensitive coating. This produces a clearer, more legible carbon copy even when typing through cardboard. UEF Transverse Carbon Paper was developed particularly for use with duplicate fold-over statements between which a cardboard ledger card is inserted.

This company's Press-Edge Carbon Paper has a transparent strip of dry adhesive along one edge, which makes it possible to fasten the carbon paper on any part of a form where a carbon copy is required.

Allied Carbon & Ribbon Mfg. Corp., New York, calls attention to the availability of new carbon papers so constructed as to weight of tissue and versatility of ink film that they are capable of doing work usually requiring special sheets of different weights and finishes. This company reports that such carbon paper performs well on standard and noiseless typewriters, producing from one to nine copies and retaining most of the economic advantages of a standard weight sheet coupled with the manifolding qualities of a lightweight carbon.

For Hectograph Duplication

Biggest development of all in the carbon paper business has been the creation of the new carbon papers for use in modern fluid hectograph duplication, variously called also spirit or direct-process duplication. Many manufacturers are engaged in turning out the carbons on which this efficient process of duplication is based, and demand for their products rises in a swift tide from civilian and Government offices all through the country, faced with the problem of keeping up with an unprecedented quantity of paper work.

Hectograph duplication is not in itself new, but its scope has been tremendously extended through widespread use of this fluid or direct process hectograph method employing special hectograph carbons.

Up to about fifteen years ago, hectograph dupli-

(*Turn to page* 30)

Careful study of copying requirements, in the light of the newer developments in the carbon paper and typewriter ribbon field, will be amply repaid in most offices.

Mail your list of surplus or wanted critical office items to OFFICE EQUIPMENT DIGEST.

A Stock Pile For the Office P. A.

★ What have you in the way of surplus critical office supplies, office furniture, or office equipment which you would like to *dispose of* to other offices?

What *wants* have you in the way of critical office supplies, office furniture or office equipment which you cannot fill through your regular channels of supply?

OFFICE EQUIPMENT DIGEST hereby invites purchasing agents to make use gratis of a new editorial service designed to bring out into the open and make useful any surpluses of critical office materials—to form in effect a valuable stock-pile on which offices may draw to their advantage in these days of shortage.

Check now to see what you have lying idle which some other office may be eager to get. Your discards may be just what some one else is searching for. List what you have to dispose of, putting a price on the items or not as you like, and send the list to us for inclusion in the

"OFFICE EQUIPMENT DIGEST STOCK-PILE"

Listings in this section are free. Names and addresses will be printed with each listing, so that prompt action can be taken by those interested. If you would rather swap than sell, say what you wish to receive in exchange for your surplus items. Address all listings to

Stock-Pile Department
OFFICE EQUIPMENT DIGEST
260 Fifth Avenue, New York

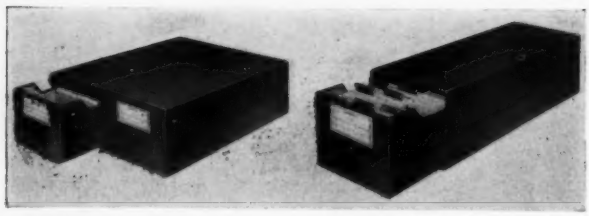
THIS MONTH'S LISTINGS

For Disposal

Billing machines: Elliott Fisher billing machines, serial numbers T1-56164, TX3-33983, and TX3-63516. Will sell reasonably. Please make offer. **W. M. Schmidt, Asst. Office Manager, Line Material Co., Milwaukee, Wis.**

Burroughs Bookkeeping Machine: Serial No. 11-1105355, purchased March, 1927 at cost of $1,242.88. Machine is 9 bank, no date keys (month, date, year) but has four number keys. Will sell for $200. **Burroughs Payroll Machine:** Serial No. 16-1451415. Purchased October, 1930 at cost of $2,568.10. Hours worked (pay hours), amount earned, deductions (five items), date, check number. Name had to be put on check with addressing machine. Will sell for $300. Both machines in good condition, priced "as is," f.o.b. **W. H. Kettra, Director of Purchases, The Mead Corp., Chillicothe, Ohio.**

New For the Office



ABOVE:

CARD INDEX CASES. These Pilot fibreboard card index cases were recently introduced by the Globe-Wernicke Co., Cincinnati, Ohio. The cases are covered with green cloth and are made in one- and two-drawer styles for 3 x 5, 4 x 6, 5 x 8, and 6 x 9 cards. Drawers are double-thick front and back and are fitted with a black finish wood knob and adjustable wood follower operating on a countersunk wood rod. Filing capacity of the drawers is 13¾ inches.

BELOW:

NEW WOOD HIGH CHAIR from the Sturgis Posture Chair Co., Sturgis, Mich., was designed for use by telephone operators, cashiers, bookkeeping machine operators, and others whose tasks require a chair of extra height. Made of maple, the chair has a solid maple circular foot-rest in four sections. All joints are glued and doweled. The swivel mechanism is secured by two round pieces of ⅝-inch birch plywood between which is a round piece of hard fibre impregnated with paraffin and graphite. The height adjustment is controlled by a dowel pin closely fitted into the square spindle. A locking latch secures the pin. The deep saddle seat is upholstered in genuine leather over curled hair padding. Standard finish is brown enamel and brown leather.

ABOVE:

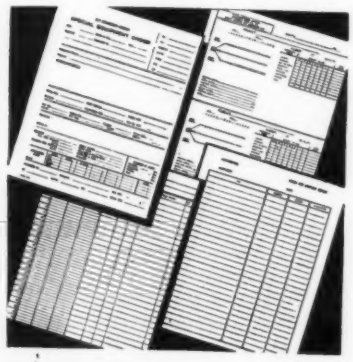
EXECUTIVE STAMP PAD. Not to be hidden in a drawer is this new executive stamp pad from the Louis Melind Co., 362 W. Chicago Ave., Chicago. The Justrite executive pad, frankly designed to grace the desk, is encased in a wood-grain metal box, and gold-stamped with logotype and color of ink.

ABOVE:

NEW ERA FILE being introduced by Bainbridge, Kimpton & Haupt, Inc., 218 Greenwich St., New York, is made of Asbesto-Plastic, giving it strength, permanence, and freedom from rust, rot, decay, and vermin. Constructed with a sturdy, unyielding frame, the New Era file comes in single-drawer and four-drawer models in standard and legal sizes. An original feature is the easy-to-see full-view drawer handle. For the present, this file is being made in green.

NEW ERASER. This new Rush FybRglass eraser has been redesigned to eliminate critical materials and is now available without preference ratings. The size of a mechanical pencil, the barrel contains a FybRglass cartridge. Erasing is done with the projecting end, which is propelled and repelled by turning the knob on the opposite end of the barrel. Retails at 50 cents each, refills are 2 for 25 cents. Made by the Eraser Co., Inc., 232 W. Water St., Syracuse, N. Y.

COPY HOLDER. This new copy holder of non-critical materials is from the Wells Office Furniture Co., 410 S. Wells St., Chicago. It provides constant eye-level reading, fingertip control, variable elevation, and may be instantly removed when not in use. For immediate delivery, it comes in 15, 18, 23, and 28-inch capacity widths, priced at $24, $27, $30, and $35 each, respectively.

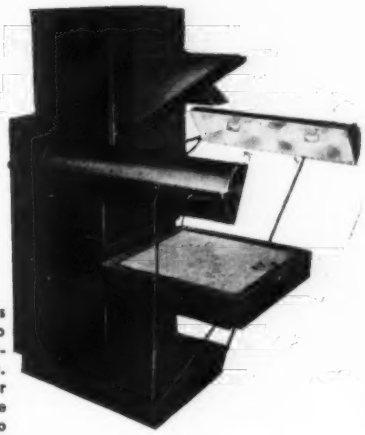


NEW MASTER UNIT WITH CARBON. Standard Master Prints, made by the Standard Duplicating Machines Corp., Everett, Mass., are printed master carbon units (master paper and carbon paper in one piece) with the sheet folded so the carbon is behind the printed master. Designed to the customer's specifications, the form is printed on the face of the master. After the fill-in is typed or written in, the carbon backing is torn off and discarded and the master printed form and the fill-in are duplicated simultaneously. Up to 250 forms may be run off on a fluid process duplicator.

In Supplies and Equipment

ROL-DEX INSTALLATIONS are now being made in these new wood units shown here. Convenient record keeping is provided by this simple system which allows access to records while the operator is seated at her desk. The removable trays roll forward and back without effort, are adaptable to various types of forms and cards, and can be used by several clerks at once, eliminating transcribing of old records. Recommended for posting and reference work. Each Rol-Dex installation is custom-built to the purchaser's specifications by the Rol-Dex Co., 433 Shelby St., Detroit.

AUTOMATIC REGISTER OF NON-CRITICAL MATERIALS made by the Standard Register Co., Dayton, Ohio. New possibilities are being uncovered in this company's campaign to "make the pencil a wartime business machine." For requisitions, orders, invoices, material control, etc., this register can be used, thus saving typewriters for other uses. The new register shown here is made in four sizes, for forms ranging from 4 5/16 x 6½ inches to 8½ x 11 inches, and up to eight copies per set. It weighs only eight pounds.



RECORD COPY-CAMERA makes photoprint copies of originals in one operation. Subjects can be copied full size or reduced to standard file sizes. Easy of operation, office girls may quickly acquire ability to operate this machine which is of set-focus design. The copy holder will permit books, stapled pages, and folded or creased pages to be copied. Occupies about same space as office desk. In three models, to copy originals ranging from 8½ x 11 to 18 x 22 inches. Full details from Photo Record Corp., 112 Liberty St., New York.

TYPEWRITER TABLE. The sturdy new typewriter table shown here is made by the Wells Office Furniture Co., 410 S. Wells St., Chicago. It has two leg braces, metal corner braces, is equipped with casters, and will not buckle. The top is 13/16 of an inch thick, measures 20 x 16 inches, and has two 8½-inch leaves, to make it measure 37 x 16 overall. The legs are 1¾ inch square, and are 26¾ inches high overall. In oak, green, walnut, and mahogany finishes. Shipped knocked down, four to a carton, weight 130 lbs. List price is $15 each.

BELOW, LEFT:

MASONITE DESK PADS, while they last, are available from the G. J. Aigner Co., 503 S. Jefferson St., Chicago. Pads are packed 12 to the box, shipping weight, 32½ lbs. Backs are gray felt covered, corners rounded. Pencil groove in the top of pad. Measures 18 x 24 inches.

TO HELP SAVE PHONE CALLS the Stationers Specialty Co., 19 W. 21st St., New York, is marketing this container of attractively printed postcards. Called a Phone-Saver, the container is designed as a handy desk stand, suitable for placing next to the telephone where it will attract the user's attention as he reaches for the phone. Besides helping to cut telephone use in these days of overtaxed communications systems, Phone-Savers save the user money. Phone-Savers units cost $1.80 doz., retail for 25 cents. Packed 2 doz. (minimum order) to a display box.

Restrictions Eased on Typewriter Rentals

Associated Press Photo

WHERE TYPEWRITERS ARE PRECIOUS

View in the typewriter repair shop at the London County Council depot where men and boys are busy making "new" typewriters out of parts salvaged from machines blitzed in air raids.

TYPEWRITERS of the kind that will be rental-rationed (Class B) beginning May 1, may be rented to persons who do not hold rationing certificates, but the machines will be subject to recall within 48 hours if needed to supply renters who present certificates, the Office of Price Administration has announced.

The National Typewriter & Office Machine Dealers Association credits this easing of the rental situation to its Washington Cooperation Committee, made up of Clarence Bush, chairman, W. E. Wollowitz, D. MacDonald, and Clarence Bills, working with OPA.

Under the new ruling, where a dealer has machines in excess of the number currently required by those possessing rationing certificates, he may rent them to non-certificate holders for periods of three months or less. However, if a certificate holder later seeks to rent a typewriter, the dealer will be required to take a machine back from a non-certificate renter if necessary to meet the demand.

This plan represents a change from the former provision in the typewriter rationing order which would have restricted rentals of Class B machines to certificate holders after May 1st. To put the new plan into effect, an amendment to Ration Order 4A, Typewriters, will be issued soon.

Under the rationing regulations, certificates for rental of Class B machines—non-portables made after the close of 1927 and before the end of 1934—are available only to users engaged in activities essential to the war program. Since a rationing certificate will represent a priority on rentals of machines of this kind, OPA suggests that eligibles get certificates rather than rent on a certificate-free basis. By doing so they can avoid the possibility of having to give up their rented machines on short notice to supply a certificate holder. Certificates are to be had at all OPA district offices.

PRESIDENT'S OFFICE in the National Gypsum Co. office building, Buffalo, N. Y. Bleached oak paneled walls and furniture. Gray carpet; gray mohair curtains, striped with brown and maroon; maroon leather chairs, piped in gray.

Space and Equipment For the Office Layout

By Kenneth H. Ripnen
of Kenneth H. Ripnen Co., New York

ODAY, when new office organizations so often have to be set up and put into operation within the briefest possible period of time, it is more essential than ever to have a good plan of procedure and follow it rigorously.

A new job to be done, a new office to be set up? Modern management tackles the job in accordance with this schedule:

1. The organization chart is designed.
2. Methods and procedures are set up.
3. A personnel requirement chart is prepared.
4. Equipment and machine requirements are scheduled.
5. Necessary office space is secured.
6. Office layouts are created.
7. Contracts are let for the preparation of the office layout and the procurement of equipment.
8. Personnel is engaged

Space Considerations

Space considerations involved are those of quantity, type, and location. Quantity of space needed for an office organization can be arrived at by

gauging the activities and the requirements for personnel and equipment, using known approved area standards. The result is checked three ways, first, by arriving at a total area by allowing so many square feet per person, per item of equipment and special machines; second, by making up a sketch of a layout of equipment and machine requirements, using known planning standards; and third, a physical inspection of the proposed space.

Office area standards are as follows:

Allow 50 sq. ft. per person at a 54-in. desk.

Allow 60 sq. ft. per person at a 60-in. desk.

Allow 80 sq. ft. for administrative assistants.

Allow 100 to 500 sq. ft. per person in private office.

Special equipment and machine space allowances are based on individually analyzed requirements.

The type of space to be secured is determined—deep for general offices or shallow for private offices.

The location is analyzed so that the space selected, if in an existing organization, satisfies flow of work relationships, and, if isolated, is properly located to be in contact with the services and facilities required.

Equipment Considerations

Equipment considerations involve quantity, type, and detailed specifications.

The quantity of a particular type of equipment or machine needed is based on the necessary work out-put.

The type is determined as to the best suited for the particular function.

The detailed specifications involve reference to particular quality, manufacturer, date of delivery, and whether new or used.

The space, the equipment, and the office layout reflect the requirements of personnel and organization methods and procedures, so that in the final analysis, the smooth functioning of an office organization and its efficient production of work requires a one hundred percent all-over job on the part of management, with the later skill of good administration to produce full results.

According to Washington

Vulcanized Fibre Under Allocation

★ Production of waste baskets, file fasteners, book backs, and similar less essential civilian goods made of vulcanized fibre face restriction through issuance by WPB on April 23rd of Order M-305 placing vulcanized fibre under allocation.

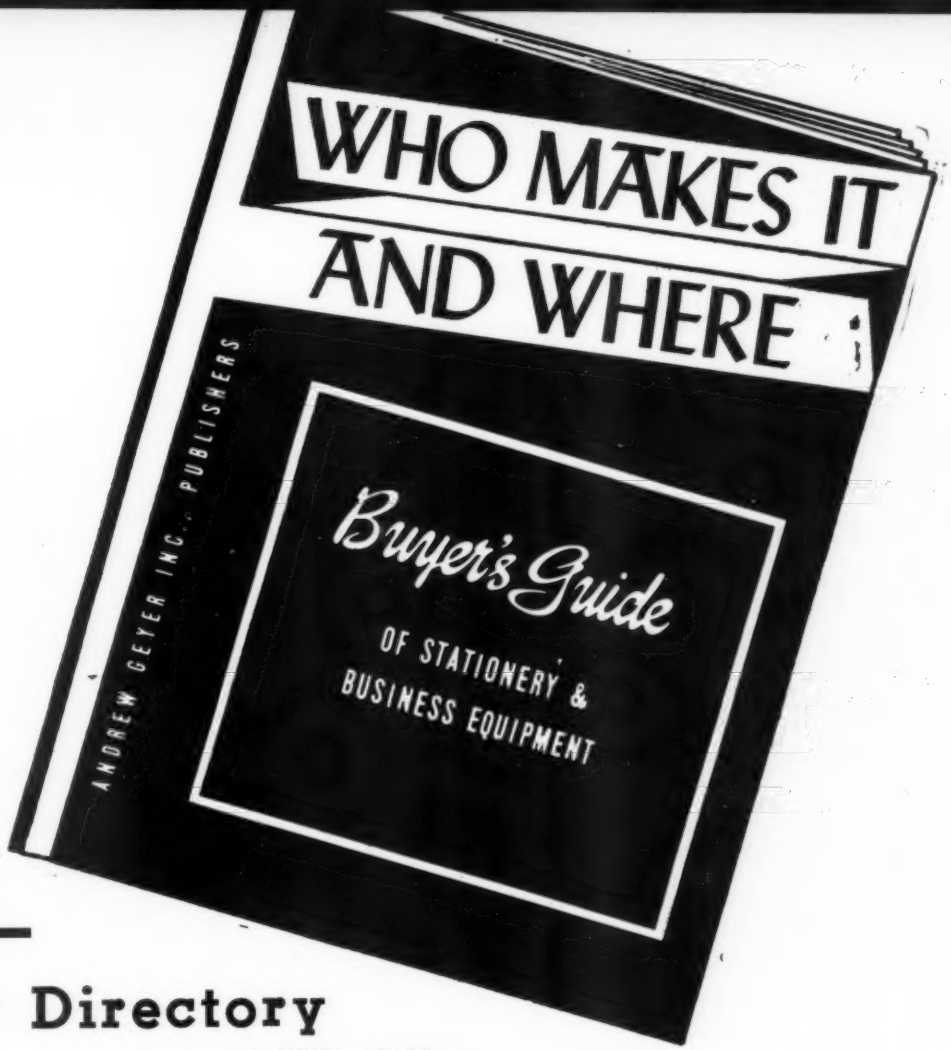
Some of the more important uses for vulcanized fibre include gasoline tanks for military aircraft, crash helmets for military tank crews, rail insulation for railroad signal systems, innumerable small parts for electrical relays, and switch gear and fuse tubes for cartridge fuses.

The many uses for vulcanized fibre make it impossible to list in the order the items which are to be restricted or unrestricted. The order, therefore, makes provision for WPB to pass upon the essentiality of each use before permission is given the producer to fabricate or make delivery of vulcanized fibre for that use.

Lighter Weight Rag-Content Bond Made Available for Fine Writing Paper

★ Lighter weight rag-content bond paper may now be used in all standard grades and colors of fine writing paper, as well as for typewriting paper, under an amendment of the Appendix of Limitation Order L-120 issued by WPB April 24th.

Previously this lighter weight paper, known as "substance weight 11" (which means weight in pounds of 500 sheets measuring 17 by 22 inches) was available only as a standard weight in typewriter sizes. This restriction, the WPB Pulp and Paper Division explains, was found to cause considerable confusion and some hardship to certain paper mills which supplied merchants, and also to smaller converters of typewriter paper. Their inability to procure standard sizes of substance 11, forced consumers to employ the next heavier weight, substance 13, thereby using additional sulphite fibre which is now in short supply.



Coming—
Our New Directory

By William Golden

NOW in the hands of the binder is the new 1943 edition of a reference book unique in the stationery and office equipment industry—WHO MAKES IT AND WHERE, issued by the publishers of OFFICE EQUIPMENT DIGEST.

This buyer's guide to merchandise sources in the commercial stationery and office equipment field is in its new edition larger and more comprehensive than ever before in the more than fifty years it has been published. Under an increased number of classified headings, a greater number of manufacturers and wholesalers are listed—approximately 1,800 of them.

A classified list of products, under more than 1,150 headings, carries under each heading the names of the firms supplying the product. Another section of the book gives a full listing of the trade marks and brands under which products of the stationery and office equipment field are marketed. In addition, the directory carries a list of associations serving the industry.

The 1943 WHO MAKES IT AND WHERE is the end product of an intensive period of collecting and collating a great mass of information gathered first-hand from the merchandise sources themselves. Every effort has been made to have the directory give a complete picture of the supply situation, with special reference to merchandise which will substitute for that which has gone from the market because of wartime limitations and manufacturing conditions.

WHO MAKES IT AND WHERE has long since become a necessity for the intelligent buying of stationery and office equipment, supplying instantly the names and address of manufacturers and wholesalers and full information regarding the lines they carry. In addition to the directory listings themselves, the many advertisements of leading companies carried in the book present additional valuable detailed information on a number of the best-known lines. Especially in this year when a changing situation has dried up temporarily many channels of supply, at the same time opening up others, WHO MAKES IT AND WHERE is especially helpful in aiding the buyer.

WHO MAKES IT AND WHERE goes gratis to each paid subscriber to OFFICE EQUIPMENT DIGEST. If you are not a subscriber, send in your check now ($2 a year, two years for $3) and your copy of the directory will be mailed at once.

Carbons and Ribbons

(*Continued from page* 22)

cation was done solely by means of the gelatin process, wherein the master copy is written with hectograph ribbon or hectograph carbon paper, transferred to the gelatin roll of the duplicator, and again transferred from the gelatin roll to copy paper fed into the machine.

In the new fluid form of hectograph duplication, the gelatin roll is dispensed with. The master copy is made by typing on a special master sheet, behind which is a sheet of spirit hectograph carbon paper with the inked side of the carbon paper against the back of the master, on which it puts the writing in reverse. This master is fastened to the drum of the fluid duplicator and the writing transferred directly from it to the sheets of copy paper by action of a fluid of alcoholic base with which the copy paper is moistened before it passes under the drum.

Today's technique of fluid hectograph duplication shows a great advance over the method as it was first introduced. Several important improvements now insure that the hectograph carbon paper and the master sheet are well matched to each other, that time spent in assembling master sheets and carbons in the office is saved, and that messiness in the handling of masters and carbons is avoided.

Manufacturers have brought this about by combining master sheet and hectograph carbon into a unit that can be placed in the typewriter, complete, in one efficient operation.

Another great advance is in the improved provision made for production of forms of any sort by means of the fluid hectograph process. From the beginning, of course, it was possible to draw the required form on the master and type thereon whatever fill-ins were required, and form and fill-in both were duplicated at the same time. If printed forms were used, however, it was originally necessary to have both the master sheet and the copy paper printed, the fill-ins on the master being transferred by duplication to the proper spaces on the printed copy sheet.

Present-day printed master units now provide means for swift duplication of printed form and fill-in on the blank copy paper. The manufacturers of the master units set up the forms required by various users for various purposes and print them directly on the master sheet of the unit. Any fill-in desired typed or written on them appears aligned exactly on the reverse carbon copy of the form on the back of the master sheet, and is simply transferred, form and fill-in complete, to the paper feeding into the duplicator.

The master units made by the various manufacturers all have brand names of their own, of course, but the basic principles of operation are the same.

Columbia Ribbon & Carbon Mfg. Co., Glen Cove, N. Y., for instance, calls its unit the Ready-Master. What this company says regarding Ready-Master applies in general to the whole fluid duplication process: "It has simplified forms production, yet made it more versatile. Extra copies can be made in almost any numbers at any time. Subsequent data can be accumulated and additional copies made from the original forms at a later date or in a different place. Corrections can be made easily and need be made on the master only instead of on every copy."

Royal Typewriter Co., New York, has the Roytype Unit Master, which comes in a Short-Run Unit Master for applications requiring less than 100 copies; a Long-Run Unit Master for applications requiring up to 250 copies. Both are available plain or as Printed Unit Masters providing a printed form on which fill-ins are typed. Backing sheets are integral parts of the Unit Masters.

The usual field for hectograph duplication is for the multitudinous uses wherein not more than approximately 250 copies are required of such items as purchase and production orders, design changes, bills of material and of lading, reports, memos, and any other similar items.

Old Town Ribbon & Carbon Co., Brooklyn, N. Y., produces certain of its brands of spirit carbon paper capable of giving up to 600 copies or more. This company manufactures a large variety of carbons for fluid duplicating, in various degrees of carbon coating and quality of paper. Latest development of the company in this particular field is a Black Spirit Carbon giving a black instead of colored reproduction, when used with the company's Special BF Fluid. Like the company's other spirit carbons, Black Spirit Carbons can be had in sheets, master units, or Dupli-forms, which latter are the company's trade-marked printed master units. Result of long laboratory work, Black Spirit Carbon will greatly broaden the field for fluid duplication, the company feels, since it appeals to those who have been wanting black rather than colored copies.

THESE ARE THE REASONS

Why More and More Offices Are Modernizing With

V-BLACK
QUART
Skrip

1 **V-BLACK writes black—stays black! It's sharp and clear the instant it gets on paper! This is important to business records —which must be instantly *readable*—and *permanently* black!**

2 **V-BLACK, like all Skrip, is free-flowing—sediment-free . . . ready for smooth writing action at every moment. V-Black is a deep lustrous black achieved *without the use of carbon.***

3 **V-BLACK helps all pens to write better—last longer—require less servicing. It's best for steel or fountain pens.**

4 **V-BLACK is easier on rubber and metal pen parts . . . keeps pens clean by not allowing them to get dirty.**

5 **V-BLACK dries so fast no blotter is necessary. And V-Black is easier on the eyes! Records are readable more quickly when written in V-Black.**

6 **V-BLACK is recommended for use as the writing fluid to be used in offices where records are now, or will in future be photographed on small millimeter film! Black photographs best . . . and V-Black is highly photogenic . . . insuring legibility!**

7 **V-BLACK comes in handy specially designed containers! The Quart Size has the exclusive "air-way" splatter proof pour-out for pouring a steady, non-gurgling stream. The individual Desk Size (4 Oz.) is made with the famous Skrip-well for refueling fountain pens!**

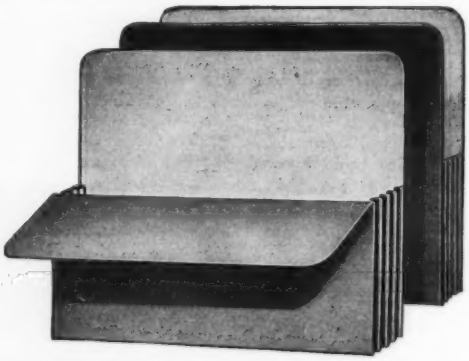
Are you on the alert for new ideas and methods which will improve your office record routine? Here's a story that has real news value—that is based on important facts! So important is the trend of business office to using writing fluid that writes black—stays black . . . that those who fail to modernize with V-Black will soon find their records out of date!

SHEAFFER'S

W. A. SHEAFFER PEN CO.
Fort Madison, Iowa

YOUR STATIONER *can give you* IMMEDIATE DELIVERY *on* QUALITY PARK *filing and mailing supplies*

CHAMPION CLASP ENVELOPES
have well gummed flaps and seams that withstand hard usage.



Leatheroid QUALITY PARK ENV. CO. FILE POCKETS
are made with 1¾, 3½ and 5¼" expansion gussets. Reinforced construction where wear is greatest.

When ordering from your stationer specify QUALITY PARK

QUALITY PARK ENVELOPE CO.
General Office & Factory
Quality Park
St. Paul, Minnesota

Chicago Office and Warehouse
564 W. Monroe Street

NOMA DETROIT CONFERENCE INVITES NON-MEMBERS

"It is the considered opinion of the association that this conference should not be wholly confined to NOMA members," said Dr. Coleman L. Maze, president of the National Office Management Association in announcing the

DR. COLEMAN L. MAZE
Announces NOMA'S
Detroit Conference

annual conference to be held at Detroit, June 7th to 9th. "All persons whose war work embraces any phase of office management should try to attend, will be welcome, and are certain to get much out of it."

"Not to be confused with conventions," he continued, "these annual conferences are serious meetings, devoted in the whole to highly educational papers and discussions. We consider the 1943 conference among the most valuable ever, for it will be devoted in its entirety to active study of a wide group of office management, planning, and methods topics in vigorous advancement of the war effort."

TSA MAY MEETING TO DISCUSS EMPLOYEE TRAINING

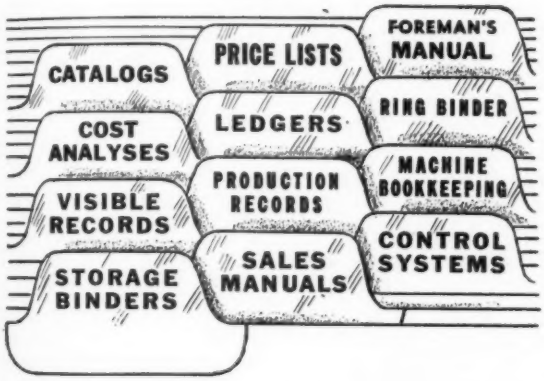
"Training of Employees in the Office" will be the subject of the May 10th dinner meeting of the Transcription Supervisors Association of New York, to be held at the Hotel Sheraton, New York.

Miss Jessie H. Sansom, past president of TSA and office manager for Sullivan & Cromwell, law firm, will preside. Assisting her will be a panel of experts selected from the membership, each of whom is actively training employees for the job on the job. They are Miss Ruth E. Delker, Manufacturers Trust Co.; Mrs. Mae C. Turbush, Fireman's Fund Indemnity Co.; Mrs. Eunice S. Fallon, Royal Typewriter Co.; Miss Madeline C. Gorman, Calco Chemical Division, American Cyanimid Co.; and Mrs. Fanny S. Sweeney, owner, Master Reporting Co. A paper has been especially prepared for the occasion by Mrs. Laura May Daugherty, club member from Washington, D. C., entitled "Training of Employees in the Correspondence and Typing Department of Acacia Mutual Life Insurance Co." Special guests of the evening will be Miss Stella Willins, manager of the school department, Royal Typewriter Co., who will give the members the benefit of her experience and training ability as past women's world champion typist.

Following the general discussion, Miss Delker, president, will announce the names of the delegates who will represent TSA at the twenty-fourth annual convention of the Business and Professional Women's Clubs of New York State, to be held at Lake Placid, May 20th to 23rd.

The annual scrap book kept by the club will be exhibited at the May meeting, prior to entering it in the Annual Scrap Book Contest in which the fifty-one New York State member clubs will participate at the Lake Placid Convention. Last year the TSA entry took first prize in its division. This year the Scrap Book will feature on its cover a modernistic design composed of the covers of trade magazines which report club activities, with OFFICE EQUIPMENT DIGEST being given special prominence.

AICO SPECIAL USE INDEXES *for*



Provide split-second access to vital information

These are days when seconds count. We have geared up our National Production to a pace that was undreamed only a few years ago. Every machine, every worker, is operating at top speed, at a new standard of efficiency.

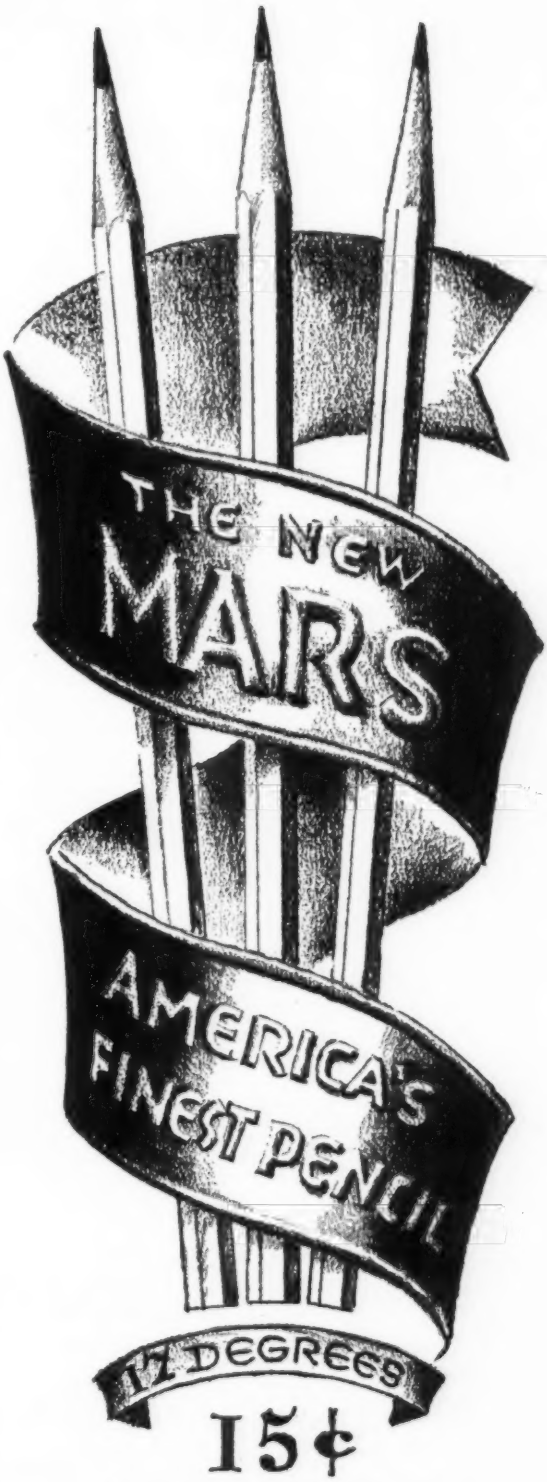
Also Indexes on all vital records will help achieve the same time-saving efficiency in records-keeping and fact-finding that we have in our production lines. And there is an AICO INDEX perfectly adapted to *any* record book or file.

There are more than 125 years of specialized experience among the people back of every AICO INDEX.

Write for Aico Special Index Catalog E—complete description of many types and sizes adapted to a wide variety of records.

AICO PRODUCTS AICO-GRIP TABBING
LOOSE LEAF INDEXES
DESK PADS and ACCESSORIES
SHOP TICKET HOLDERS

G. J. Aigner Company
503 S. JEFFERSON ST., CHICAGO, ILL.
WORLD'S LEADING MANUFACTURERS OF INDEXES AND INDEX TABBING



J·S·STAEDTLER·INC·NEW YORK

★ Kim-ber-ly refill drawing leads for Draftsmen's and Artist's lead holders available in 14 degrees (5B to 7H)

Makers of Fine Pencils since 1889

General Pencil Company

JERSEY CITY NEW JERSEY

HAASE MADE EDITOR OF "THE CONTROLLER"

Paul Haase has been appointed assistant secretary of the Controllers Institute of America and managing editor of its official publication, "The Controller."

Mr. Haase was previously associate editor of "Credit and Financial Management," official organ of the National Association of Credit Men, and director of public relations and promotion for that organization.

NEW INDUSTRY ADVISORY COMMITTEES FORMED

WPB has announced the formation of the two new industry advisory committees listed herewith:

Office Machinery Industry Advisory Committee

Government presiding officer: N. G. Burleigh. Committee members: Stanley C. Allyn, president, National Cash Register Co., Dayton, Ohio; Laurence V. Britt, executive vice-president, Burroughs Adding Machine Co., Detroit, Mich.; W. D. Caton, vice-president, Standard Register Co., Dayton, Ohio; A. B. Dick, Jr., president, A. B. Dick Co., Chicago; H. P. Elliott, president, Elliott Addressing Machine Co., Cambridge, Mass.; Carl M. Friden, president, Friden Calculating Machine Co., San Leandro, Calif.; Joseph E. Rogers, president, Addressograph Multigraph Corp., Cleveland, Ohio; Merrill B. Sands, president, Dictaphone Corp., New York; Walter L. Todd, president, Todd Co., Rochester, N. Y.; A. W. Vanderhoof, vice-president, Standard Duplicating Machines Corp., Everett, Mass.; Curtis G. Watkins, vice-president, Simplex Time Recorder Co., Gardner, Mass.; Thomas J. Watson, president, International Business Machines Corp., New York.

Adding Machine Industry Advisory Committee

Government presiding officer: N. G. Burleigh. Committee members: William F. Arnold, general sales manager, Underwood Elliott Fisher Co., New York; Laurence V. Britt, executive vice-president, Burroughs Adding Machine Co., Detroit, Mich.; Victor H. Davidson, vice-president, L. C. Smith & Corona Typewriters, Inc., Syracuse, N. Y.; Samuel Karasick, president, Swift Business Machines Corp., Great Barrington, Mass.; Frank J. Roderick, vice-president, Barrett Division, Lanston Monotype Machine Co., Philadelphia; M. S. Bandoli, general manager, Adding Machine Division, Victor Adding Machine Co., Chicago; E. F. Britten, Jr., president, Monroe Calculating Machine Co., Orange, N. J.; H. A. Hicks, vice-president and general manager, Adding-Bookkeeping Calculating Machines Division, Remington-Rand, Inc., Buffalo, N. Y.; W. J. Pickering, president, Allen Wales Adding Machine Corp., New York; M. T. Snyder, vice-president and treasurer, Allen Calculators, Inc., Grand Rapids, Mich.

ORGANIZATION CHANGES AT OLD TOWN

A. W. Young, general manager of the Old Town Ribbon & Carbon Co., Inc., 750 Pacific St., Brooklyn, N. Y., announced a number of organization changes on April 21st.

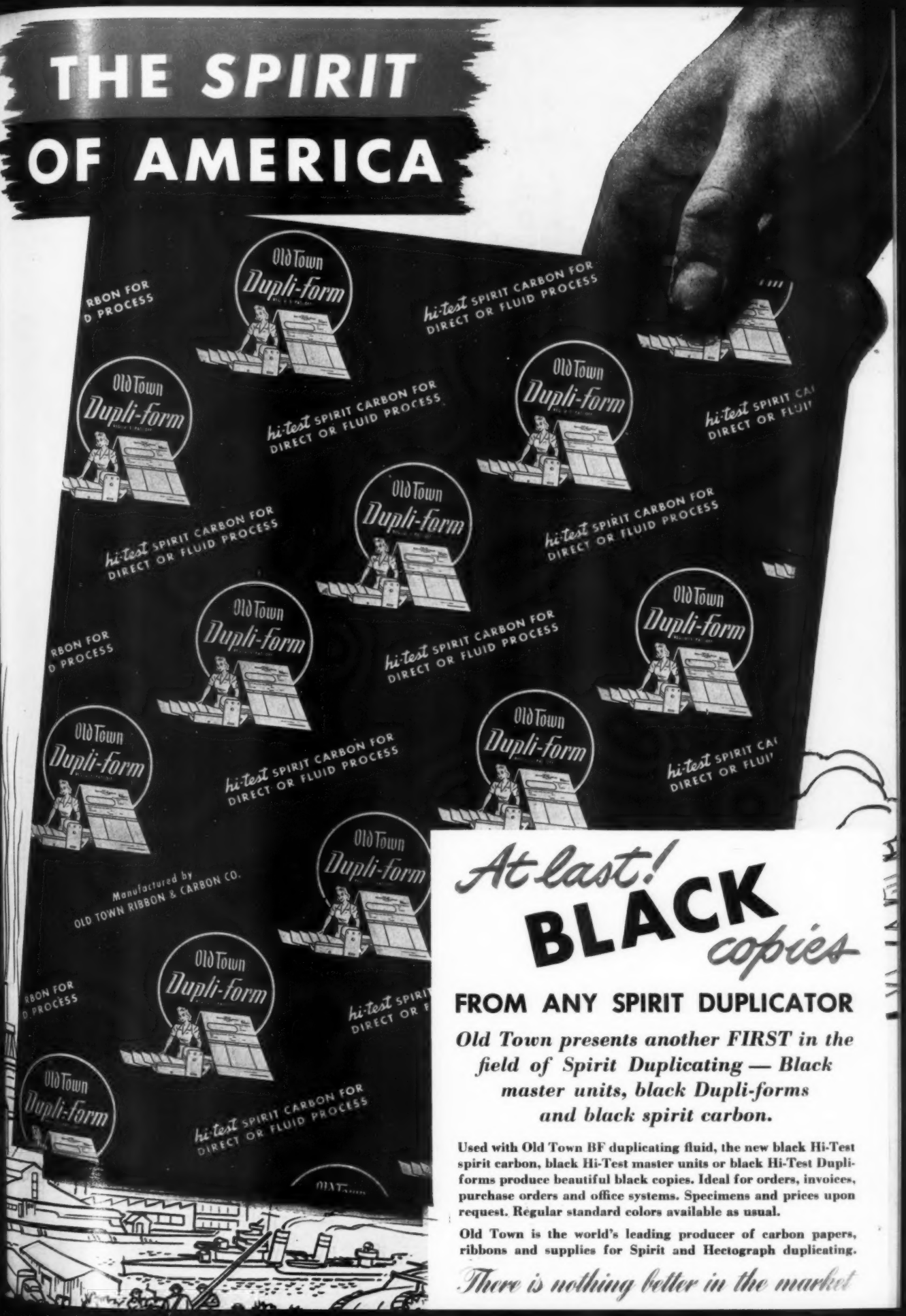
W. C. Dicknieder has been promoted to assistant sales manager of the company and will be in charge of all field men.

E. E. Reuter has been appointed field representative in a middle west territory, under the surpervision of S. R. Freed, Old Town's Chicago district manager. Mr. Reuter has a background of a number of years of experience as a ribbon and carbon specialist and will devote his efforts to the development of the company's Dupliform Division.

B. B. Morris has been appointed credit manager at the company's home office in Brooklyn.

Mervin F. Piper, formerly New England representative, has joined the Paratroops and is stationed at San Antonio, Texas.

THE SPIRIT OF AMERICA



At last! BLACK *copies*

FROM ANY SPIRIT DUPLICATOR

Old Town presents another FIRST in the field of Spirit Duplicating — Black master units, black Dupli-forms and black spirit carbon.

Used with Old Town BF duplicating fluid, the new black Hi-Test spirit carbon, black Hi-Test master units or black Hi-Test Dupli-forms produce beautiful black copies. Ideal for orders, invoices, purchase orders and office systems. Specimens and prices upon request. Regular standard colors available as usual.

Old Town is the world's leading producer of carbon papers, ribbons and supplies for Spirit and Hectograph duplicating.

There is nothing better in the market

DAWN - *Zenith of Perfection*

THE CARBON THAT WILL NOT *Curl*

Tops all others for -

LEXIBILITY
ASY HANDLING
VEARING QUALITY
HARP IMPRESSIONS
ERMANENT CLEAN COPIES
CLEAN ERASURES
CONOMY

Make OLD TOWN *Your Duplicating Supply Headquarters*

As the world's largest producers of spirit and hektograph carbons, ribbons and supplies, Old Town has much more to offer than the products themselves. Old Town's technical staff and Analytical Departments have been the authoritative source of information on spirit and hektograph duplicating problems for many years. Most of the new developments in spirit and hektograph carbons and ribbons have come from Old Town's laboratories where the lights burn late in the interest of research and to solve the specific problems of individual users.

Old Town's facilities are at your disposal. Just write on your letterhead to: —

Below is a partial list of Old Town Products

STRATOSPHERE CARBON
SABLE CARBON
DOUBLE DUTY CARBON
HI-TEST NOISELESS CARBON
ACCOUNTANTS' CARBON
OLD TOWN HERMETIC RIBBONS
OLD TOWN BRAND RIBBONS
CROWFOOT RIBBONS
HAND CLEANSING CREAM

Old Town makes outstanding inked ribbons and carbon papers for every conceivable use.

Old Town

RIBBON & CARBON CO. INC.

Foremost Makers of Ribbons and Carbons for Every Use

750 PACIFIC STREET, BROOKLYN, NEW YORK, N. Y.

CHICAGO · SAN FRANCISCO · LOS ANGELES · HOUSTON · BOSTON · PITTSBURGH · KANSAS CITY · ST LOUIS · DETROIT · NEW ORLEANS · BIRMINGHAM · ATLANTA

In the biggest job ever to confront American production, transportation and distribution, GRAFFCO Signals and MAPTACKS, small as they are, continue in brisk demand. The *big* job naturally comes first and will command our best efforts and those of our dealers, most of whom are earnestly engaged in it. Subject to priorities for essential uses, GRAFFCO products will be shipped to our customers in traditional high quality and in the required quantities insofar as possible.

★

CELLUGRAF Signals. Known as the finest signal made for visible records. Easy to apply, remove or adjust but secured by inner spring. Six transparent, four opaque colors.

NU-VISE Signals. Improved construction for "vertical" files. Firm grip, slip on easily, no extending edges to catch. Twelve colors.

NU-VIZ Signals. Non-projecting for visible index systems. Lie flat and do not catch adjoining leaves or cards. Four styles, three widths. Twelve colors.

MAPTACKS. Precision-made with sharp points of tempered needle steel, uniform spherical heads that will not break under ordinary usage. Five sizes, twenty colors. Also flat head and marking tacks.

GEORGE B. GRAFF CO.

68A Washburn Ave. Cambridge, Mass.

Makers of

CELLUGRAF SIGNALS — MAPTACKS
NU-VISE SIGNALS — NU-VIZ SIGNALS

Graffco

SIGNALS for OFFICE SYSTEMS

Wire is Ammunition

Literally billions of these tiny staples are keeping related papers organized in every field of the United Nations war effort.

Authorities were quick to see the saving in steel which is accomplished with staples and that is why Hotchkiss production has been so greatly in demand. Moreover Hotchkiss staplers work fast and they hold fast. The keen chisel points (an exclusive Hotchkiss feature) penetrate easier and save fatigue.

Once clinched they never let go, unless the sensational Hotchkiss temporary clinch is used. Staples thus formed can be removed as easily as a straight pin without the danger of broken fingernails.

Filing drawers seem apparently inches longer when papers fastened with staples are filed. The neat flat clinches do not bulk up as much as other methods of fastening which saves filing space.

Such advantages—multiplied countless times, are a real contribution to the cause. War industries which deserve to use these office necessities, are entitled to priority ratings which will enable them to get staples.

HOTCHKISS

NORWALK, CONNECTICUT

"Pioneers in all that's best in stapling"

The Hotchkiss plant at Nowalk, Conn., U.S.A.

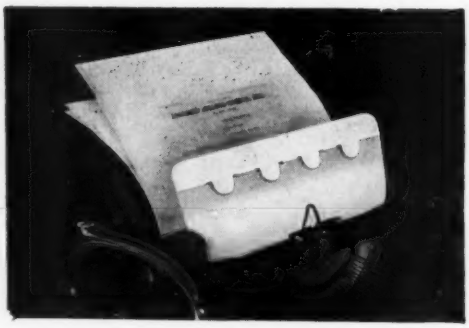
To make better Carbon Copies,
We suggest to Typists our . . .

Codo—

Patented

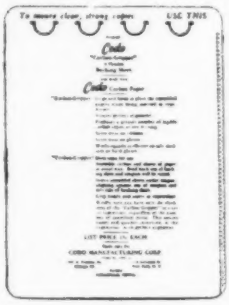
"CARBON GRIPPER"

(a flexible backing sheet)



THREE important features:

1. Save wear on Old and New Platens.
2. Produce sharper, cleaner copies.
3. Accurate and quick insertion of forms in typewriter.



There is a Carbon Gripper backing sheet in each box of our NEW SUPER-TREATED
Typewriter Carbon

Purchase a box of our SUPER-TREATED carbon paper and be convinced. Send that order today. Samples of Carbon Grippers may be had on request.

Codo— QUALITY QUALIFIES

There is also a Codo "Carbon-Gripper" backing sheet in each of Super-Kote and Keen-Rite carbon paper.

Additional Carbon Grippers may be bought

Codo MANUFACTURING CORP.

529 South Franklin St., Chicago

270 Lafayette St., New York

Factory: Coraopolis, Pa.

RENICK M. BELL

W. D. SKINNER

D. K. PHILLIPS

BELL RETIRES AS GF SECRETARY-TREASURER; SUCCEEDED BY SKINNER; PHILLIPS MADE COMPTROLLER

Renick M. Bell for twenty-nine years secretary-treasurer of the General Fireproofing Co., Youngstown, Ohio, retired April 1st. He will continue as a director of the company. Mr. Bell has been with GF for thirty-four years, having joined the company as a cost accountant in February, 1909. He had previously been with Babcock & Wilcox Co. In 1913 he was made assistant secretary-assistant treasurer, and the following year was elected secretary-treasurer, in which capacity he has since served.

Succeeding Mr. Bell as secretary-treasurer is W. D. Skinner who joined the GF organization in 1925 as credit manager after having served as assistant treasurer for seven years of the Republic Rubber Co. Two years later he was made assistant secretary-treasurer. Prior to his association with Republic Rubber Mr. Skinner had been with Firestone Tire & Rubber Co., and before that with Cleveland Cliffs Iron Co.

D. K. Phillips has been appointed comptroller. Mr. Phillips is a certified public accountant, having been employed by Ernst & Ernst from 1923 to 1929, at which time he joined Wick & Co. He remained there until 1932 when he rejoined the staff of Ernst & Ernst.

OFFICERS ELECTED AT SPENGLER-LOOMIS ANNUAL MEETING

At the annual meeting of the Spengler-Loomis Mfg. Co., 58 E. Washington St., Chicago, the following officers were elected: B. C. Loomis, president and treasurer; Joseph Ness, vice-president; Frank W. Hughes, secretary and general manager. Subsequently the following were elected as officers of the Automatic Pencil Sharpener Division: B. C. Loomis, president; Frank W. Hughes, vice-president and secretary; and Joseph Ness, treasurer.

ZEPHYR AMERICAN MOVES TO LARGER QUARTERS

Zephyr American Corp. moved April 30th to larger quarters at 2. W. 46th St., New York. The telephone number remains Bryant 9-7350.

Increased demand for Zephyr American's products and large government orders were given as reasons for the removal to larger quarters. The corporation, manufacturers of an extensive line of office accessories, have in process plans for the production this year of new items and substitutes for war-restricted items.

S. & S. STATIONERY CO. DISSOLVED: SALZBERG JOINS HARMILL

Harry J. Salzberg announced the dissolution on March 20th of the S. & S. Stationery Co., 18 E. 48th St., New York.

In an announcement made March 22nd, Mr. Salzberg announced his association with the Harmill Office Supply Co., 509 Madison Ave., New York.

Many Firms are Buying

NATIONAL'S COLORED PENCILS

National's FUSE-TEX TIFFANY [COLORED INDELIBLE] No. 905 RED

FUSE-TEX PROCESSED LEADS FOR STRONGER POINTS

PROMPT DELIVERIES

Write Today For Samples And Prices

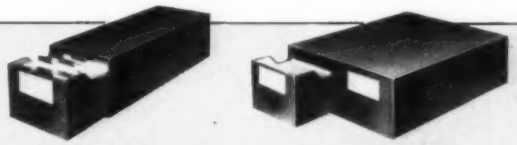
NATIONAL PENCIL COMPANY
220 FIFTH AVENUE, NEW YORK, N. Y.
FACTORY: SHELBYVILLE, TENN.

THERE ARE MANY GLOBE-WERNICKE OFFICE ACCESSORIES THAT SPEED UP WAR WORK AND BUSINESS ROUTINE

In war as in peace, Globe-Wernicke office accessories are helping speed up routine in offices and factories throughout the nation. These useful "tools of business are indispensable" and some of them are needed in almost every office.

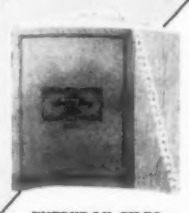
Many concerns find that it pays to use Globe-Wernicke "business helps". They enable people to do more work with less effort . . .

These practical and economical office accessories are sold by leading stationers and office equipment stores everywhere.



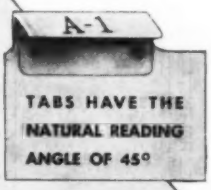
"PILOT" . . . FIBREBOARD CARD INDEX CASES
Made in one and two-drawer styles for 3x5", 4x6", 5x8" and 6x9" cards. Also available in one-drawer style only for Victory Tax forms . . . 3½" x 7⅞".

BOX FILES
Made in letter and legal sizes . . . choice of various styles of indexing. Needed in nearly every office. Often used for personal filing . . . inexpensive.

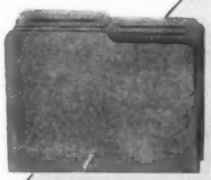


EVERYDAY FILES
Needed in offices . . . factory and home . . . several styles, indexed alphabetically, days of months, etc. Available in standard and legal sizes. Speeds up filing.

★ BUY MORE WAR BONDS ★



ANGULAR CELLULOID TAB GUIDES
Easy to see . . . no stooping or bending is required to read the indexing . . . inserts are removable.



"TUFTEAR" MANILA FILING FOLDERS
Built for long, useful service . . . all standard styles of tabbing . . . rounded corners. Three weights.

Globe-Wernicke
Cincinnati, Ohio
MAKERS OF OVER 4000 ITEMS NEEDED IN OFFICES

PLAN FOR OFFICE MACHINE PRODUCTION

A plan to put manufacture of office machinery on a scheduled basis to allow controlled production in accordance with actual needs has been submitted to the Office Machinery Industry Advisory Committee by officials of the WPB's Service Equipment Division.

The plan would permit scheduled production of certain types of office machinery for the most essential needs, but would not mean unrestricted manufacture of the machinery for ordinary civilian purposes, it was emphasized by Nathaniel G. Burleigh, director of the Division and presiding officer at the meeting.

WPB scheduling of the output of office machinery manufacturers would be intended solely as an expedient for handling the most pressing non-military requirements, he explained.

Production of most types of office machinery is now regulated by Order L-54-c, which establishes percentage quotas for manufacture of specified kinds of machinery and also lists cut-off dates when manufacture of the machinery will cease. Thus far, only a few items which would come under the proposed production schedules have been completely stopped by L-54-c.

Stockpiles Not as High as Originally Thought

It has been found that remaining stock-piles of most types of machinery are not as large as originally anticipated, making advisable the establishment of a controlled production program intended to fulfill essential civilian needs and at the same time prohibiting manufacture of machinery unnecessary to the war program or to the maintenance of civilian economy.

One outstanding exception to the stock-pile picture is adding machines. Manufacturers of these machines discussed at another meeting the problem of disposing of unbalanced inventories of adding machines. Steps will be taken in the near future in arriving at a policy for distribution of the machinery on a restricted basis.

Under the proposed plan during the remainder of this year WPB would allot production schedules to each manufacturer based on demand for machinery, available stocks, and on the company's extent of participation in actual war production. Such schedules probably would cover all types of machinery presently listed on Lists A, B and C of Order L-54-c. List D of the order, which covers items whose production is prohibited, probably would remain unchanged and would not be affected by the scheduling program.

Plan Would Require Advance Production Schedules

Beginning with the first quarter of next year, under the plan, each manufacturer would submit production schedules to WPB for several months in advance based on his available facilities, the size of his inventories and also on the quantity of his approved orders. Such schedules would cover the period beginning with the first quarter of next year.

Such schedules would be subject to review and approval of WPB and could be changed or altered in order to provide most efficient utilization of available production facilities and raw materials.

"Office machinery is essential as a labor saver," Mr. Burleigh declared. "In that sense we feel that some further production is necessary but we do not want the proposed program interpreted as a general signal for the industry to resume normal peace-time activities. This is essentially a program to handle only the most important civilian requirements and is not intended to put the industry back on a normal production basis."

The committee also reviewed briefly manpower problems facing the industry, while Army and Navy representatives present at the meeting discussed procurement problems relating to office machinery.

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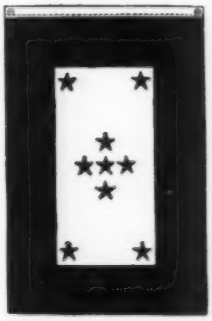

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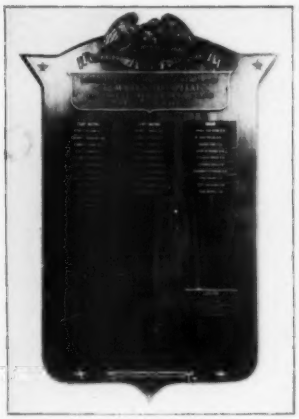

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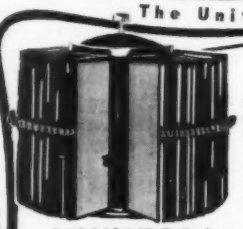

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FRANK MASHEK & CO. PURCHASED BY STEIN BROS. EXECUTIVES

The executives of Stein Bros. Mfg. Co., Chicago, have purchased the business of Frank Mashek & Co., 1914-1916 Milwaukee Ave., Chicago, and have formed a corporation to operate the company under the new name of the Frank Mashek Co. The officers of the new company are: Edward B. Stein, president; E. R. Manning, secretary; and Leo Stein, treasurer. Robert W. Heck, until recently midwest representative of the Warren Leather Goods Co., is vice-president and sales manager of the new Frank Mashek Co.

Leo Stein, in discussing the purchase, said, "It will be our policy to maintain the same employees whose skill has characterized Mashek products for forty-two years. When the war is over we will manufacture the finest line of brief cases, portfolios, and leather goods obtainable."

Frank Mashek & Co. looms large in Leo Stein's early business history, for he started there as an errand boy in 1907 at the age of thirteen. He was promoted to bench work three months later and in 1911, when he was still too young to be eligible for further promotion, he resigned to gain sales experience with the Chicago *Herald Examiner*. Mr. Stein returned to the company six months later as a Chicago salesman and within a year tripled the volume of Mashek business in that territory. Four years later he resigned to open a retail store in Chicago's South Side. A repair service soon led him into the manufacture of brief cases and portfolios. As the business grew into the present Stein Bros. Mfg. Co., it moved to larger quarters where it is now located at 230 S. Green St. and E. R. Manning, who had been previously successful as manager of the firm's New York office, was brought to Chicago and made vice-president and sales manager of the company. Edward B. Stein, who is president of the new Mashek organization, is the son of Leo Stein and has been associated in the business with his father since his youth.

Stein Bros. Mfg. Co. was among the first to place its facilities at the disposal of the government, and, a year before Pearl Harbor, was engaged in defense work. At present, approximately 93 per cent of the Stein production facilities are devoted to government work, but the company is still supplying its retailer customers with as much merchandise as it did in 1942.

ZEPHYR AMERICAN OFFICIAL WINS GOLD MEDAL AWARD

The 1943 Dartnell gold medal award was recently presented to Max J. Lewis of the Zephyr American Corp., 2 W. 46th St., New York, in recognition of a sales letter written by him.

The subject of Mr. Lewis's prize-winning letter was Wedgies, Zephyr American's new fibre file fastener.

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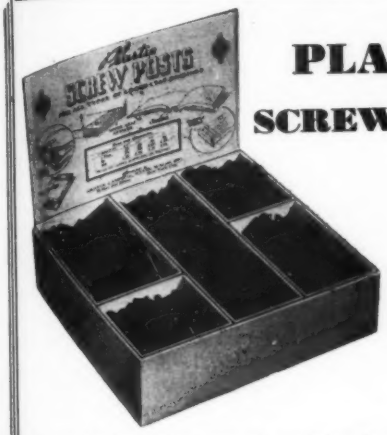

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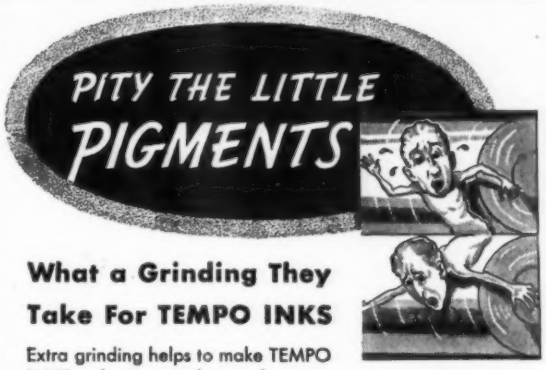

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NEW HAVEN Stationery Tool Division CONNECTICUT

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Charles G. Lindeman, for the past thirteen years a certified public accountant with Murphy, Lanier & Quinn,

CHARLES G. LINDEMAN
Joins Globe-Wernicke

has joined the Globe-Wernicke Co., at its offices in Cincinnati, according to an announcement made recently by R. H. Hammer, secretary and treasurer of the company.

Mr. Lindeman will be in charge of aircraft accounting.

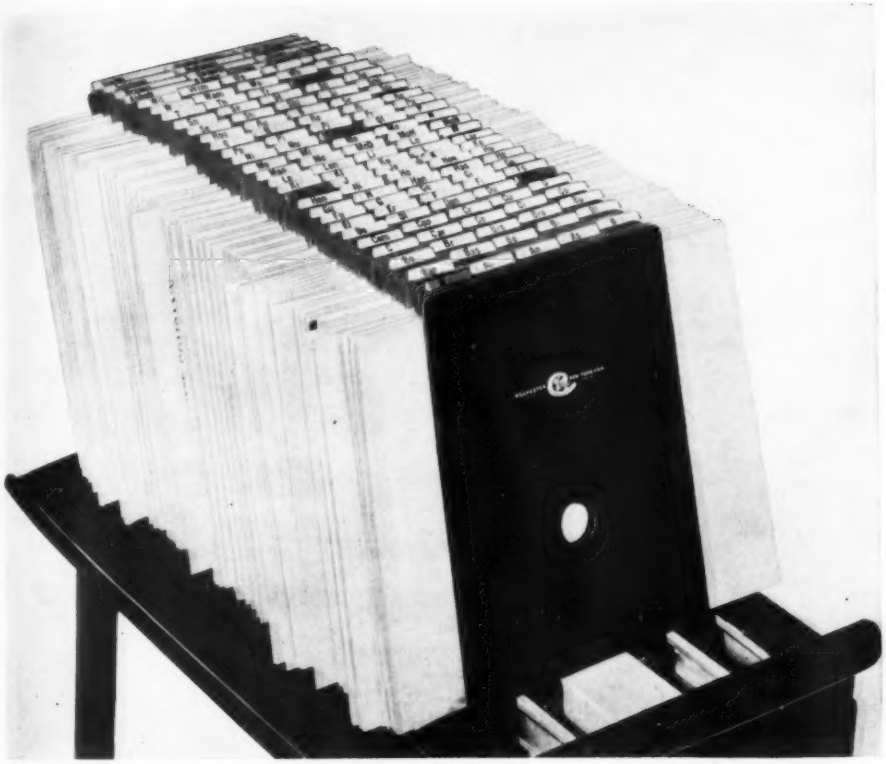
UNITED JEWISH APPEAL, OFFICE FURNITURE DIVISION, TO TENDER DINNER TO KEARNS AND POLLACK

An unusual inter-religious affair will be a testimonial dinner held at the Harmonie Club, 4 E. 60th St., New York, on Wednesday, May 5th. It is being conducted by the Office Furniture Division of the United Jewish Appeal for Refugees, Overseas Needs, and Palestine and will honor Thomas F. Kearns and Martin Pollack, associates in the General Steel Products Corp., 1919 24th Ave., Long Island City, N. Y.

Responsible for the organization of the affair are: Seymour Nathan, Charles S. Nathan, Inc., and Robert S. Fowler, Macey Fowler, Inc., honorary chairmen; Joseph Rubenstein, Addressing Machine Equipment Co., and Joseph Wallace, Myrtle Desk Co., chairmen; Moe Turman, Metwood Office Equipment Corp., chairman, executive committee; Harvey Bright, Bright Chair Co., and B. H. Nemlich, Regan Office Furniture Co., co-chairmen, executive committe; David Fried, Murphy Chair Co., George I. Garber, George I. Garber Co., Isidore Goldman, Universal Office Equipment Co., David Kramer, David Kramer, Inc., Harry Lakow, Samuel Lakow & Sons, Irving M. Levy, Art Steel Co., Inc., Charles M. Nathan, Charles M. Nathan, Inc., Myron Nathan, Charles M. Nathan, Inc., Joseph M. Sandler, Charles M. Nathan, Inc., Sol. Scheinman, Cole Steel Equipment Co., and David Ziegler, Ziegler Desk Co., vice-chairmen, executive committee; Samuel Katz, Art Steel Co., Inc., honorary secretary; Joseph Burger, Art Steel Co., Inc., and H. A. Clemetsen, Office Furniture Warehouse Co., chairmen, sponsoring committee. Member of the sponsoring committee: William Beck, Art Steel Co., Inc.; Arthur Burger, Art Steel Co., Inc.; Philip Billet, Imperial Leather Furniture Co.; Benjamin Black, Trinity Office Furniture Co.; Chic Blank, A. Blank & Co.; Joseph R. Blum, Michigan Desk Co.; Irving Brause, Brause Desk Co., Inc.; James Eckstein, Addressing Machine Equipment Co.; E. E. Gilbert, Metwood Office Equipment Corp.; Hyman Glassman, M. Glassman & Son; Abe and Ben Itkin, Itkin Bros.; Irving Kramer, David Kramer, Inc.; William I. Lampel, Art Steel Co., Inc.; Benjamin Levin, B. Levin & Co.; Harry Lipshutz, Art Steel Co., Inc., and Henry Weil, General Office Equipment Co.

DITTO MACHINES BEING USED ON FRONT LINES

In a recent news release from Ditto, Inc., 2243 W. Harrison St., Chicago, it was reported that Ditto machines are now in use on the firing line. These machines have proved to be extremely adaptable to the production of multi-colored reconnaissance maps. Such maps are combat maps and must be corrected at very frequent intervals, reproduced, and distributed rapidly to points where they are needed.



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FLEXIBILITY—material can be sorted as desired: by subject, alphabetically, numerically, or geographically.

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LEGIBILITY—easy-to-see Direct Vision tabs, readable at a glance.

PORTABILITY—weighs so little that it can be carried around for use in several departments.

AVAILABILITY—keeps unfiled records in order and instantly available.

SELF-EXPANDING—its automatic expanding action saves time and effort.

Of course, "Y and E" is conserving metals and today's Direct Vision Sorter is made of wood. It looks, however, exactly like its metallic counterpart—is just as efficient, and will give long years of time-saving service.

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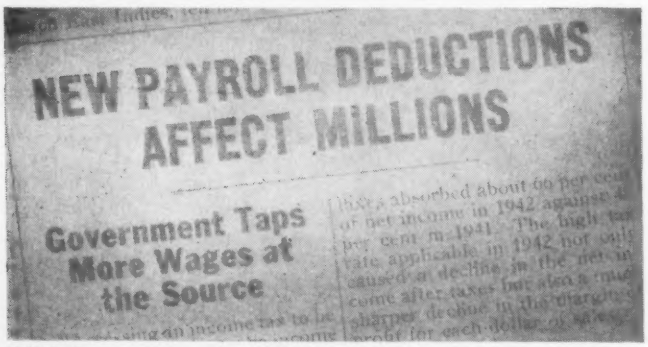
New accounting machines can be purchased in some cases under War Production Board Regulations. Also, in many organizations, we have been able to help solve their accounting problems without the purchase of new equipment. Increased capacity frequently results from mere revision of the system.

Every new man taken on means more work for the Payroll Department. Every instance of overtime means more entries on the payroll records. And every rise in the rate of labor turnover makes the going tougher.

Just when demands upon the Department are heaviest, competent workers leave and are hard to replace. New workers are more easily trained where mechanical equipment has been in use for some time. Which also means that the experienced worker sacrifices less productive time acting as instructor.



1943 is the Payroll Department's toughest year. On top of all its other burdens there's the added work involved in Victory Tax deductions.

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on the Production Front that was won

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For its tremendous wartime expansion, American industry has had to fight . . . and fight hard. And in no sector of the home front has the pressure been greater than in the Payroll Department.

It has had many more workers to pay, more deductions to make from every payment, and one problem after another in maintaining an efficient staff.

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In thousands of war plants Underwood Elliott Fisher Sundstrand Payroll Machines have enabled accounting procedure to keep pace with mounting production.

Many a company has taken advantage of our knowledge and experience by having us review its system so as to handle the increased volume.

And large numbers have seen the value of signing up on a yearly basis for the expert care provided by Underwood Maintenance Service. Our Maintenance Service from coast to coast is being kept in complete and efficient operation.

Spare parts, too—we are providing for all your Underwood, Sundstrand and Elliott Fisher machines—as well as a complete line of carbon paper and ribbons, unsurpassed in quality, for every make of office machine. Underwood Elliott Fisher Company, One Park Avenue, New York, New York.

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